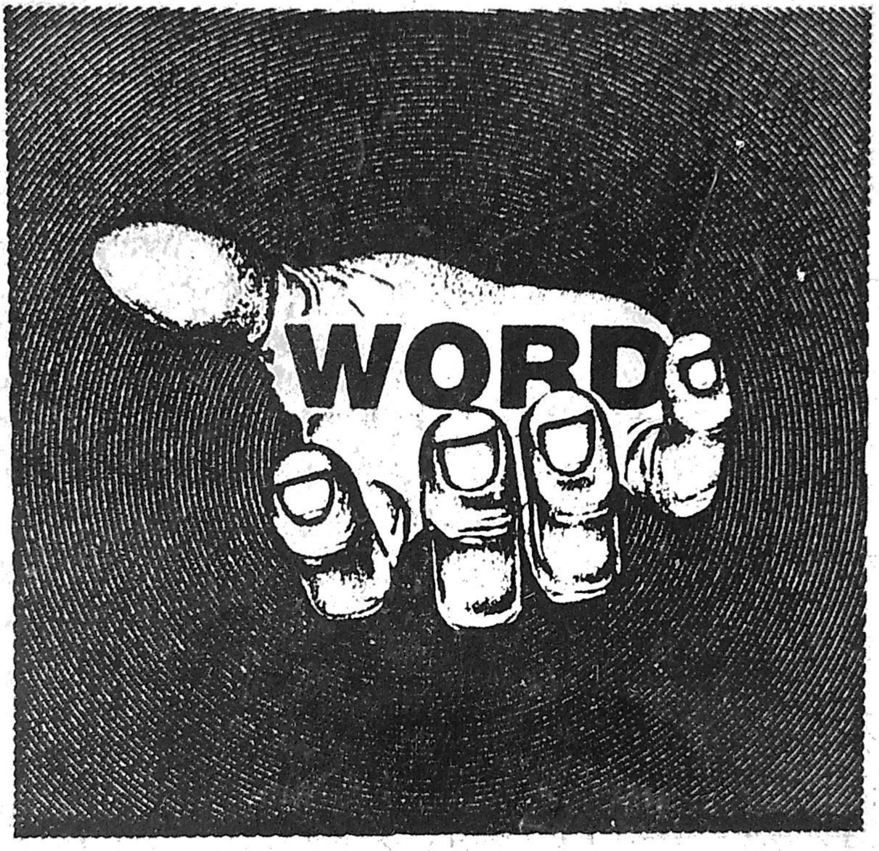
A SELF-INSTRUCTIONAL GUIDE

MICROSOFT



Version 3

ilea

ITEM

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ABOUT THIS GUIDE

The first part of this guide is designed to be self-instructional. It has been written for the user who has had little or no experience of word processing and wishes to get started on Microsoft *WORD* as quickly and easily as possible. The second part takes the reader through the process of creating a report, using some of the more advanced techniques offered by *WORD 3*.

Having worked your way through the guide it will be necessary to practise the skills you have learnt by carrying out tasks of your own.

Once you have mastered the concepts contained in the guide you may wish to start referring to the the manual supplied with *WORD*, or one of the many books available commercially, to realize the full potential of this powerful word processor.

USING THE GUIDE

At the start of each section of the guide there is a summary page giving information about the techniques you will be using. At the end of the guide are maps of both the screen display and the keyboard which will help you to identify parts of the screen display and to find some of the important keys on the keyboard.

Various symbols have been used throughout the guide to help you identify parts of the text and the things you have to do.

■ means that this is an instruction

▷ means that this is a passage of text for you to type. Anything that you have to type is printed in `this kind of typeface`

■ press Print means press the P key. All key presses are shown in similar keytop boxes.

■ press ALT-B means press and hold down ALT then press the B key.

MICROSOFT *WORD*

Microsoft *WORD* is a word processing package which is available on a wide range of business microcomputers. It can be used at different levels of sophistication, ranging from producing a simple piece of text to the production of a whole book with a variety of different styles and page layouts, including automatic running heads, footnotes, and page numbering. (This guide was produced using *WORD* on an RM-NIMBUS and an HP Laserjet printer). At this level of sophistication *WORD* does take some getting used to but if this is what you need, it is well worth the effort for the power that it can give you.

Microsoft *WORD* can be used with a 'mouse' - so named because of its shape. This is a device that sits on the desk next to your computer. As you move it around, an arrow on the screen allows you to point to any part of the text, or to various commands that you wish to be carried out.

RESOURCES REQUIRED

To use this guide you will need the following:

- Any microcomputer which can run *MS-WORD*, on its own or connected to a network.
- A suitable printer connected to your microcomputer or network.
- Any copy of version 3 of *MS-WORD*. The guide assumes that you are using *MS-WORD* version 3.1 with variables, such as the page size, at their original master disc settings.
- A copy of the appropriate driver program for your printer.

  If you are working on a network, check with the network manager to make sure you have access to this item.
- A mouse is not required, although if you have one available the last section on 'Using a Mouse' will be helpful.
- A copy of the *MS-WORD* keyboard overlay, distributed with this guide, will make learning commands easier.

Section One

The Basics
of
MS WORD Version 3

Starting Word

On a standalone machine:

- place *WORD* disc in drive A
- type `word` when the A> prompt or similar is displayed
- press ↵ to carry out the command

At a network station:

- type `word` if the system prompt N:\> or similar is displayed

  or -

- press the appropriate function key(s) if a menu is displayed

- press ↵ to carry out the command
- wait for the *WORD* screen display to appear

Re-starting Word from a prompt

- when the prompt is displayed type -

`word`	to load *WORD* ready to create a new document
or -	
`word` <name>	to load *WORD* and a named document
or -	
`word /L`	to load *WORD* and the last document worked on

- press ↵ to carry out the command
- wait for the *WORD* screen display to appear

ENTERING TEXT

The *WORD* screen is divided into two parts, the text window and the command section. The text window contains the *cursor* which marks the point at which any text you type will be inserted, the *end mark* which marks the end of any document, and the document itself. A book, a shopping list, or just a single word becomes a *document* when it is typed in *WORD*. At the bottom of the screen is the *command menu*, the information line where help messages appear, and the *status line* which shows the state of some of *WORD*'s special features.

Anything you type, such as a letter, number, punctuation mark etc, is called a *character*. Any change you make to a document such as adding or deleting words or characters is called an *edit*. You can always remove the last edit, but not any previous ones, by selecting *Undo* from the command menu.

All word processors have a feature called *word-wrap*. As soon as one line has been filled, word-wrap automatically moves the word you are typing to the beginning of the next line.

The cursor can be moved around the document by pressing the arrow keys on the *numeric keypad* to the right of the keyboard.

The keyboard can be used for typing and editing, or selecting commands. Commands tell *WORD* what you want to do and the command name describes what it does. The *Print* command causes your document to be printed on paper; to do this properly, *WORD* must have access to the the correct *printer driver* for your printer. This is a file of information which 'tells' *WORD* how to use a particular printer. *WORD* is distributed with a large range of drivers for use with all the common printers.

Type this sentence

▷ how do you get rid of this

Delete using the backspace key

- press and hold the backspace key ← until the cursor is at the beginning of the line. The beeping noise means that you can't move back any further.

Begin a new line

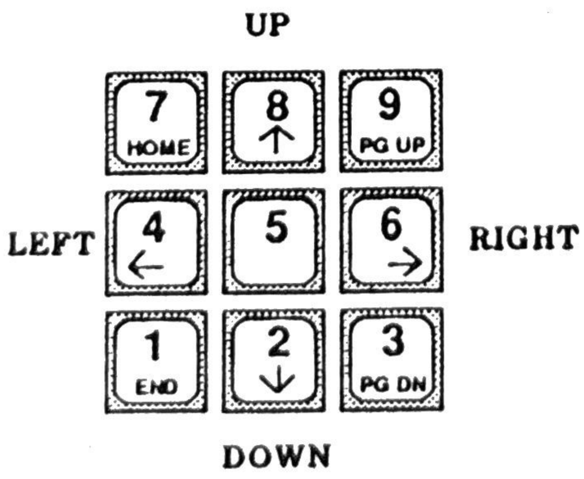
- press ↵ to move to a new line.

Enter this text

- press shift ⇧ and a letter for capital letters
- don't try to correct any mistakes now
- don't press ↵ until the end

▷ The introduction of New Technology into schools and colleges gives access to facilities that are becoming more and more commonplace in working environments. Word processing is just one application of this technology and may be used for the following.↵

The arrow keys on the numeric keypad



Use the arrow keys to move around the document

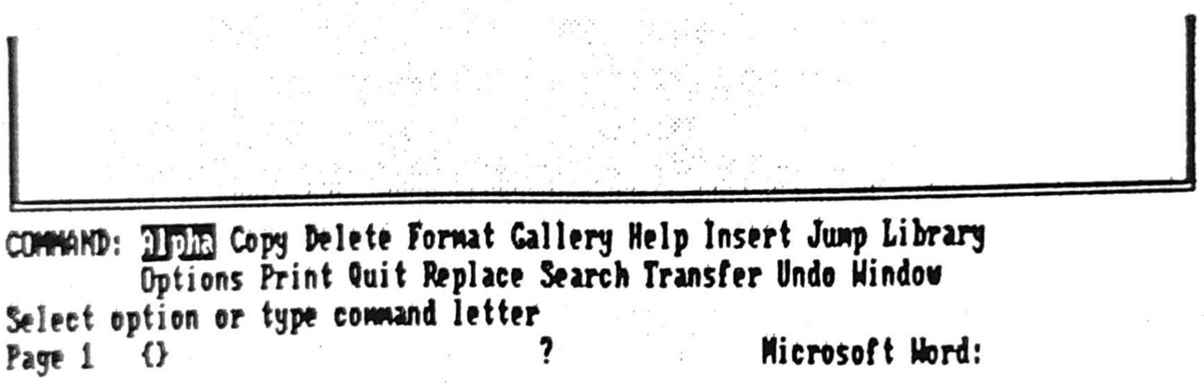
- press an arrow key to move the cursor in the direction of the arrow
- press HOME to move the cursor to the start of the line
- press END to move the cursor to the end of the line

Read through the passage you have just typed and correct any mistakes you may have made

- move the cursor to the character immediately after the mistake
- press ← to delete a character
- type the correction
- move the cursor to the next mistake

Select command menu

- press ESC to select the command menu; the command *Alpha* is highlighted



```
COMMAND: Alpha Copy Delete Format Gallery Help Insert Jump Library
         Options Print Quit Replace Search Transfer Undo Window
Select option or type command letter
Page 1   {}                     ?                  Microsoft Word:
```

- press the *tab* key ⇆ to highlight each command in turn

Leave the command menu

- keep pressing ⇆ and select the command *Alpha*
- press ↵ to leave the command menu and return to typing mode

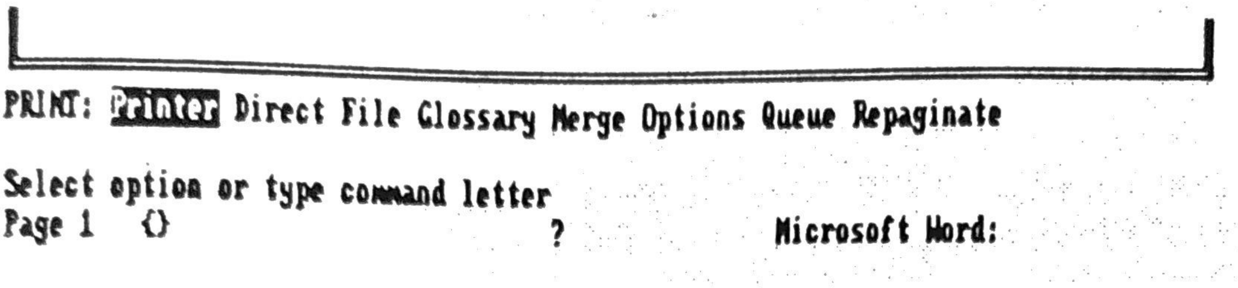
or -

- press Alpha

  This will always get you out of any part of the command menu and back into typing mode.

Check printer driver name before printing

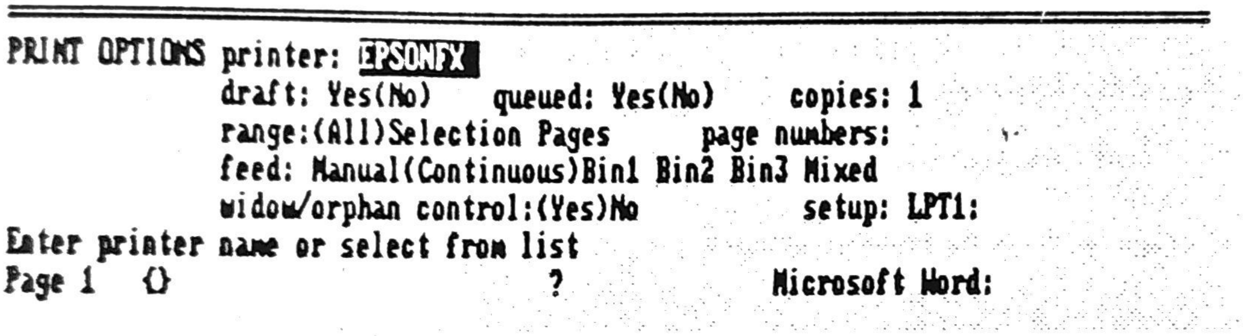
- press ESC to select the command menu
- press Print to use the *Print* submenu



```
PRINT: Printer Direct File Glossary Merge Options Queue Repaginate

Select option or type command letter
Page 1   {}                       ?              Microsoft Word:
```

- press Options to use the *Print Options* submenu

  The name of the printer driver currently in use will be displayed.



```
PRINT OPTIONS printer: EPSONFX
              draft: Yes(No)    queued: Yes(No)     copies: 1
              range:(All)Selection Pages      page numbers:
              feed: Manual(Continuous)Bin1 Bin2 Bin3 Mixed
              widow/orphan control:(Yes)No          setup: LPT1:
Enter printer name or select from list
Page 1   {}                       ?              Microsoft Word:
```

If the name matches the printer you are using -

- press ESC to leave the selected driver unchanged

If not -

- press an arrow key to obtain a list of the drivers available
- use the arrow keys to select the driver for the printer you are using
- press ↵

You should only have to do this once, as *WORD* will remember to use the selected driver in future.

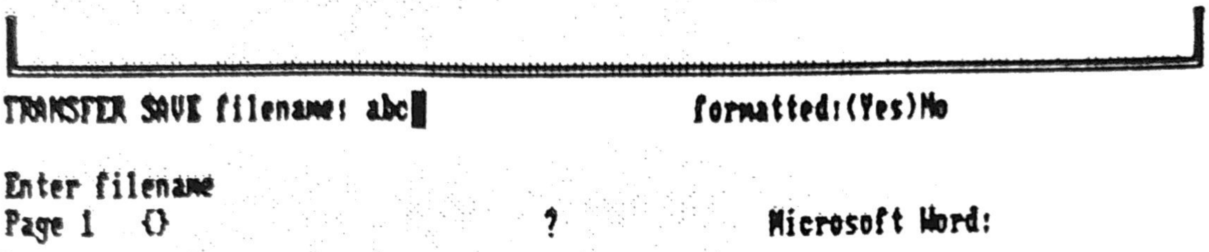
Print your document

- press Printer
- press Yes to continue if asked

If you are printing over a Nimbus network your printout will not appear until you press and hold down the CTRL and ALT keys and then press the PRTSC * key.

Save your document

- press ESC to use the command menu
- press Transfer to use the transfer submenu
- press Save
- type your initials (no full stops) as the filename

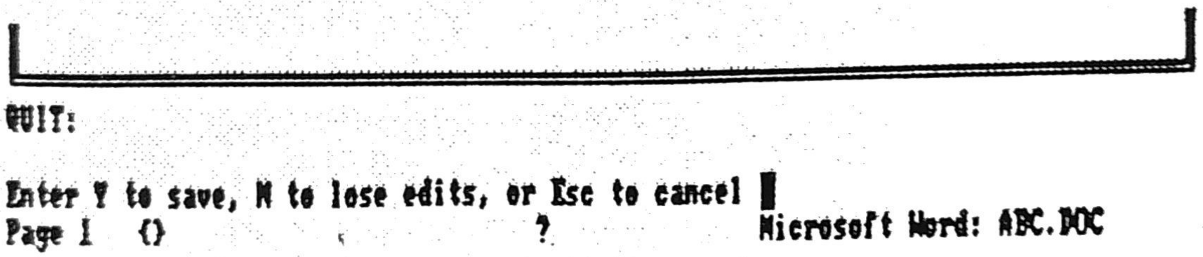


```
TRANSFER SAVE filename: abc█                    formatted:(Yes)No

Enter filename
Page 1   {}                    ?                Microsoft Word:
```

- press ↵ to carry out the command

Quit from Word

- press ESC to use the command menu
- press Quit
- press Yes to save edits if asked



```
QUIT:

Enter Y to save, N to lose edits, or Esc to cancel █
Page 1   {}                    ?                Microsoft Word: ABC.DOC
```

- wait until the prompt > appears

EDITING TEXT

Documents can be recalled for editing or for adding more text. All *WORD* document files will have the extension .DOC added on the end of the filename by *WORD*. This allows *WORD* and you to identify the types of files that have been created.

In many cases when you want to change part of the document you must first *select* the text by *highlighting* it. The function keys to the left of the keyboard allow the cursor to stretch, selecting words, sentences, paragraphs and even the whole document. Once selected, text can be deleted, moved, copied, or formatted in various ways. The *Undo* command will always remove the last change made; this is particularly useful if you have made a large or complicated change by accident.

Normally, *WORD* does not display 'invisible' characters such as paragraph markers on the screen. Sometimes, however, it is useful to know exactly where they are and you can make them visible by using the *Options* command.

The delete key DEL is used to remove selected text and place it in a temporary store called the 'scrap' ; the beginning and end of the deleted text is then displayed in the 'scrap indicator' between { } on the status line. This text can be repeatedly replaced in the document by using the insert key INS. Blocks of text can be easily moved around the document using both the delete and insert keys.

If the document is to big to fit in one screen, you can scroll up or down, using the page-up PGUP and page-down PGDN keys.

A more permanent store for text is provided by the *Glossary* feature, which allows selected text to be saved for future use. *WORD*'s electronic glossary becomes a collection of your frequently used words or passages of text, each with its own abbreviated code. When you type the abbreviation and tell *WORD* to use the glossary, *WORD* will put all the corresponding text into the document, in place of the code. Return addresses, names, standard paragraphs and even whole documents can all be kept in a glossary file.

Load Word

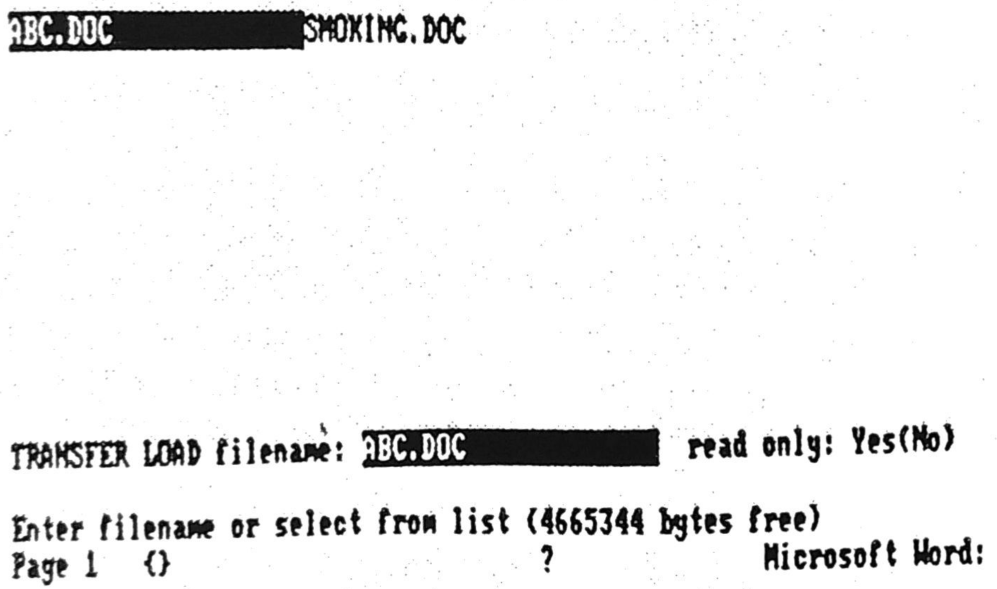
- type word when the system prompt A> or similar is displayed
- press ↵ to carry out the command

  or, from a menu screen, press the appropriate function key(s)
- wait for the *WORD* screen display to appear

Recall the document you saved

- press ESC
- press Transfer
- press Load
- press an arrow key to obtain a list of documents

  A list of documents will be displayed; this is very useful if you have forgotten the name you gave to a document
- using the arrow keys, select the file with your initials

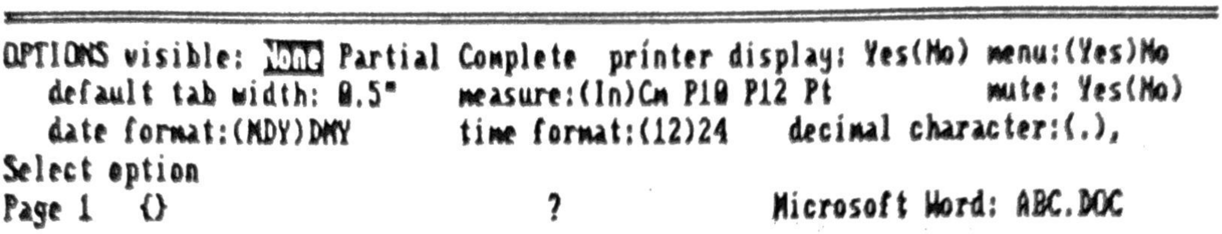


```
ABC.DOC                        SMOKING.DOC




TRANSFER LOAD filename: ABC.DOC              read only: Yes(No)

Enter filename or select from list (4665344 bytes free)
Page 1   {}                          ?           Microsoft Word:
```

- press ↵ to carry out the command

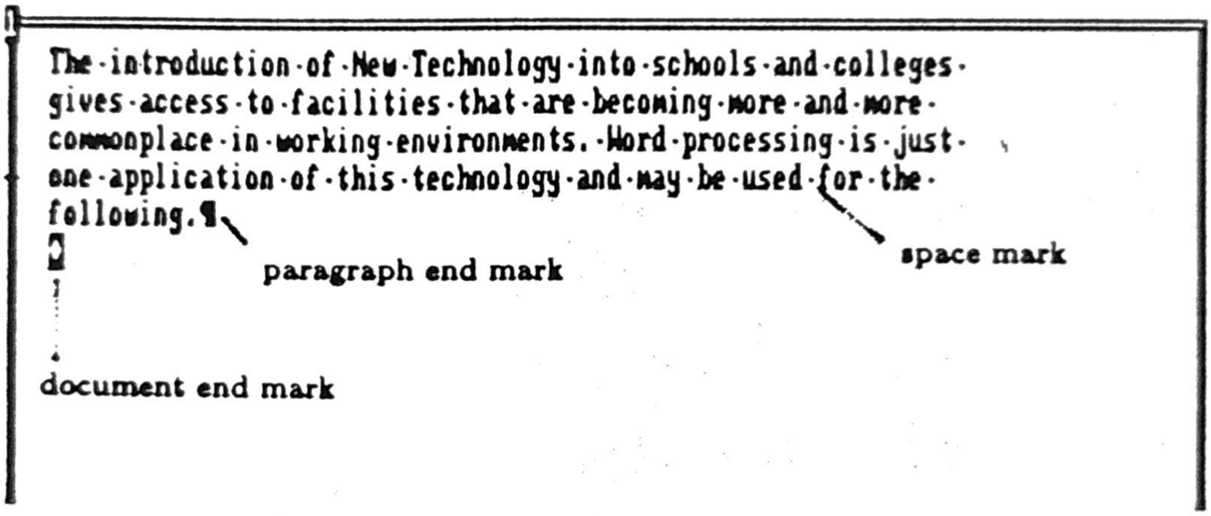
Make all characters visible

- press ESC
- press Options



```
OPTIONS visible: None Partial Complete  printer display: Yes(No) menu:(Yes)No
   default tab width: 0.5"    measure:(In)Cm P10 P12 Pt            mute: Yes(No)
   date format:(MDY)DMY       time format:(12)24    decimal character:(.),
Select option
Page 1   {}                      ?               Microsoft Word: ABC.DOC
```

- press Complete
- press ↵ to carry out the command



```
The·introduction·of·New·Technology·into·schools·and·colleges·
gives·access·to·facilities·that·are·becoming·more·and·more·
commonplace·in·working·environments.·Word·processing·is·just·
one·application·of·this·technology·and·may·be·used·for·the·
following.¶
```

Add a title to the document

- press and hold down CTRL then press PGUP (CTRL-PGUP) to position the cursor at the top of the document
- type `Educational Applications`
- press ↵ to create a blank line

  Note that a paragraph marker now appears in the text each time you press the ↵ key.

Turn off options

- press ESC
- press Options
- select Partial or None
- press ↵

Add the following text

- position the cursor over the diamond-shaped *end mark* which indicates the end of your document
- press ↵ to create a blank line
- type in the text, only pressing ↵ where indicated

▷
```
a. the development and use of keyboard
skills↵
↵
b. the development and use of communication
skills, especially expressing ideas in
writing (eg plays, essays, reports)↵
↵
c. the preparation and revision of lecture
notes, handout materials, worksheets, tests
and answer sheets etc.↵
↵
d. the preparation of copy which is to be
used for the production of overhead
transparencies, and slides (when enlarged) or
printed.↵
```

View all parts of the document

- press PGUP to move up one screen
- press PGDN to move down one screen
- press CTRL-PGUP to jump to the start of the document
- press CTRL-PGDN to jump to the end of the document

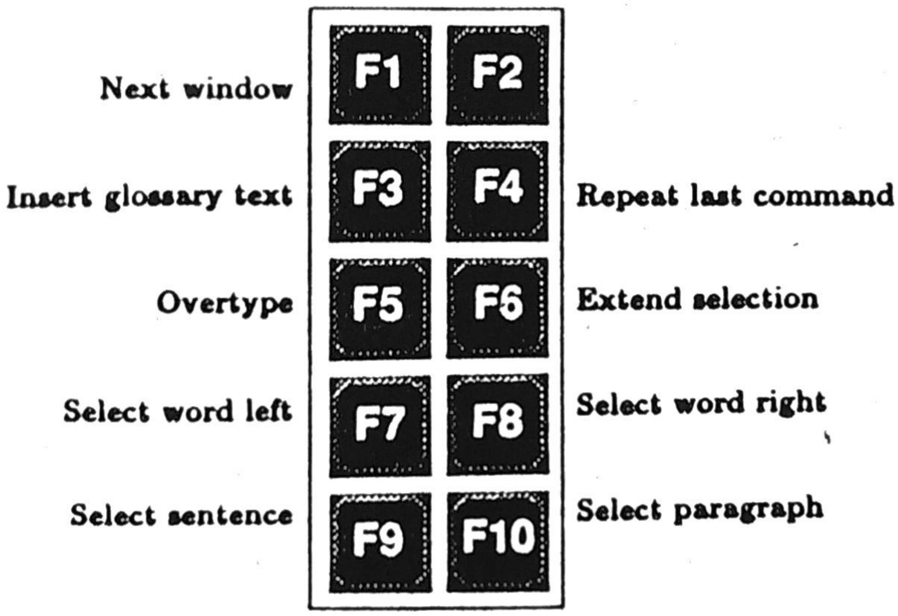
Proof-read your document and correct any mistakes

Save your document

- press ESC
- press Transfer
- press Save
- press ↵ to carry out the command

Select text by highlighting

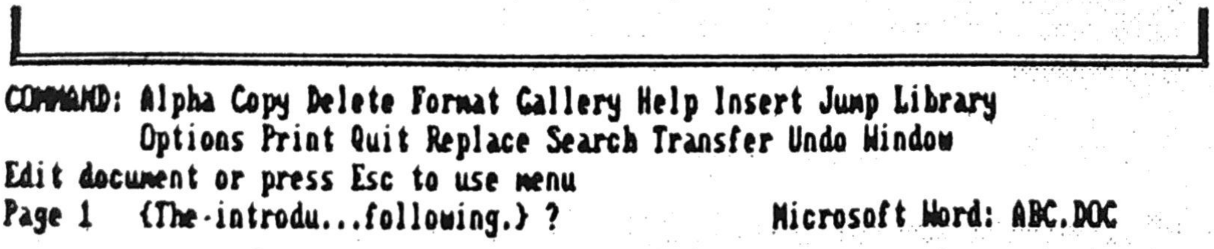
- position the cursor inside the first paragraph
- press F7 to select the word to the left of the cursor
- press F8 to select the word to the right of the cursor
- press F9 to select the sentence in which the cursor is located
- press F10 to select the paragraph in which the cursor is located


Next window
F1
F2
Insert glossary text
F3
F4
Repeat last command
Overtype
F5
F6
Extend selection
Select word left
F7
F8
Select word right
Select sentence
F9
F10
Select paragraph

F6 is an on/off switch that extends the amount of selected text. When it is on the letters EX appear in the status line and any text now selected will be added to the highlighted area.

Delete the first paragraph

- position cursor inside the first paragraph
- press F10 to select the whole paragraph
- press DELete



```
COMMAND: Alpha Copy Delete Format Gallery Help Insert Jump Library
         Options Print Quit Replace Search Transfer Undo Window
Edit document or press Esc to use menu
Page 1   {The·introdu...following.} ?          Microsoft Word: ABC.DOC
```

The first and last part of your paragraph are shown in the scrap indicator, between { } on the status line. This text will remain here until the next piece of text is deleted using the DELete key.

Insert the paragraph you have deleted

- press INSert

Insert the paragraph again in the document

- press INSert

  Another copy of the contents of the scrap will be inserted into the document.

Delete the second insertion of text

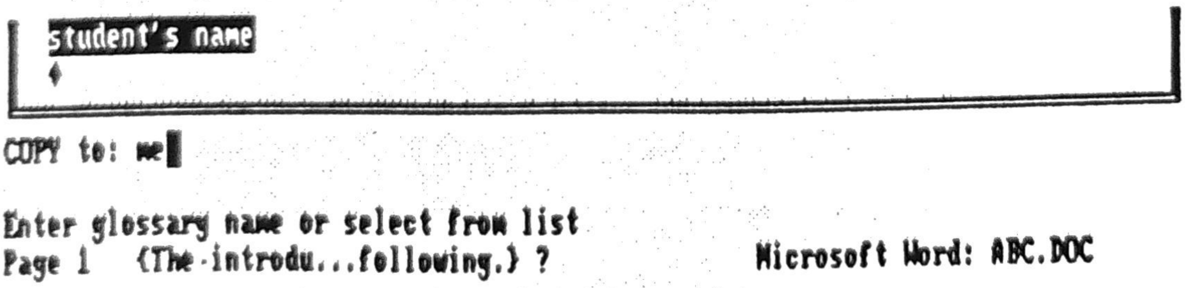
- position the cursor inside the paragraph to be deleted
- press F10
- press DELete

Create a glossary entry

- press CTRL-PGDN to move the cursor to the end of the document
- type your full name
- press F6 to select *extend*
- press F7 twice to highlight your full name
- press ESC to use the command menu
- press Copy to copy your name into the glossary

  You may use Delete instead; in this case the text will disappear from the screen as well as being saved in the glossary.

- type `me` as the name for this entry in the glossary



```
student's name
♦

COPY to: me

Enter glossary name or select from list
Page 1   {The·introdu...following.} ?              Microsoft Word: ABC.DOC
```

- press ↵ to carry out the command

  Your name is now stored in a glossary entry called 'me' . It can be retrieved whenever necessary. To see this in operation, make sure your name is still highlighted and remove it from the text.

- press DELete

Add your name to the document from the glossary

- press CTRL-PGUP to move the cursor to the start of the document
- type `me`
- press F3 to indicate that 'me' is a glossary entry
- press ↵
- press ↵ again to create a blank line

Your name will appear in place of 'me'. You may have as many glossary entries as the storage available to your computer will allow.

Print the document

- press ESC
- press Print
- press Printer

Proof-read and correct any mistakes

Save the document

- press ESC
- press Transfer
- press Save
- press ↵

Save the glossary

- press ESC
- press Transfer
- press Glossary
- press Save
- type `mygloss` as the glossary filename
- press ↵

Abandon the document

- press ESC
- press Transfer
- press Clear
- press All

SEARCH AND REPLACE

Search operations are one of the most useful features of word processors, for finding particular characters, words or phrases in a document. A search starts from the position of the cursor and continues in one direction, either up or down, through the document until the text is found and highlighted.

The replace command takes this one stage further. It will find any piece of text and substitute a new one. You can replace the text wherever it occurs with one command, or you can make *WORD* stop each time it finds your text for you to decide whether to carry out the replacement.

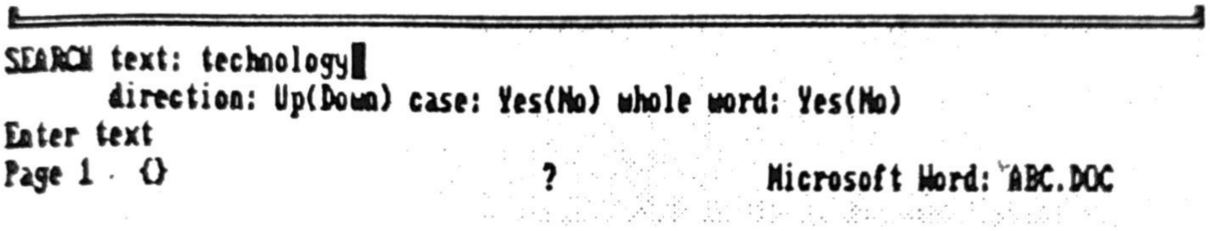
As you will see, search and replace are powerful commands and they can sometimes produce unexpected results. The *Undo* command is a useful safeguard as it will reverse any editing command, including search and replace, but remember that it acts only on the last edit.

Recall your document

- press ESC
- press Transfer
- press Load
- type document name
- press ↵
- press Yes to confirm loss of edits if asked

Search for the word 'technology'

- press ESC
- press Search
- type `technology`

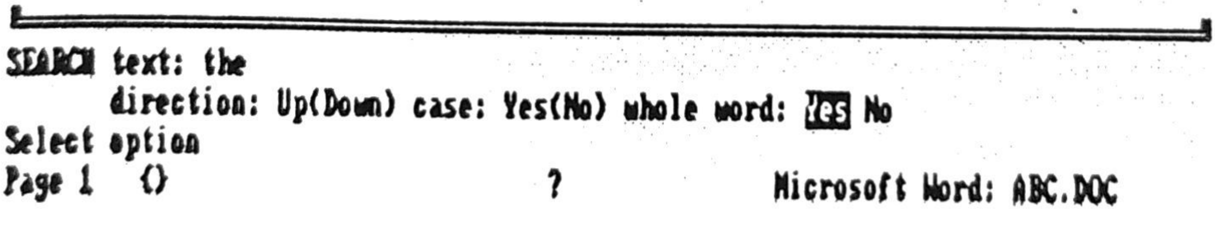


```
SEARCH text: technology█
      direction: Up(Down) case: Yes(No) whole word: Yes(No)
Enter text
Page 1   {}                      ?                Microsoft Word: ABC.DOC
```

- press ↵ to carry out the command
- press ⇧- F4 to repeat the search

Repeat search of document to delete every 'the'

- press CTRL-PGUP to position cursor at start of document
- press ESC
- press Search
- type `the`

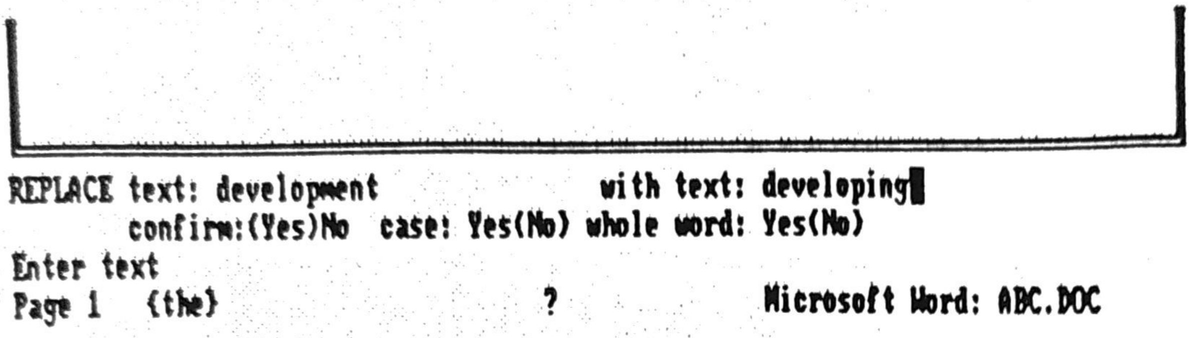


```
SEARCH text: the
      direction: Up(Down) case: Yes(No) whole word: Yes No
Select option
Page 1   {}                      ?                Microsoft Word: ABC.DOC
```

- press ⇥ twice to move to *case*
- press the SPACEBAR to highlight *yes*
- press ⇥ to move to *whole word*
- press the SPACEBAR to highlight *yes*
- press ↵ to carry out the command
- press DELete
- press ⇧- F4 to repeat the search
- delete every 'the' in lower case

Replace 'development' with 'developing'

- press CTRL-PGUP to position cursor at start of document
- press ESC
- press Replace
- type `development`
- press ⇥
- type `developing`



```
REPLACE text: development                  with text: developing█
        confirm:(Yes)No  case: Yes(No) whole word: Yes(No)
Enter text
Page 1   {the}                    ?            Microsoft Word: ABC.DOC
```

- press ↵ to carry out the command
- press Yes to confirm replacement

Replace 'use' with 'using'

- press CTRL-PGUP to position cursor at start of document
- press ESC
- press Replace
- type `use`
- press ⇥
- type `using`
- press ↵
- press Yes to confirm replacement

Complete editing as follows

student's name

Educational Applications

The introduction of New Technology into schools and colleges gives access to facilities that are becoming more and more commonplace in working environments. Word processing is just one application of this technology and may be used for: ~~following~~.

a. developing and using ~~of~~ keyboard skills

b. developing and using ~~of~~ communication skills, especially expressing ideas in writing (eg plays, essays, reports)

c. preparat~~ion~~ing and revis~~ion~~ing ~~of~~ lecture notes, handout materials, worksheets, tests and answer sheets etc.

d. preparat~~ion~~ing ~~of~~ copy ~~which is~~ to be used for production of overhead transparencies and slides (when enlarged), or print~~ed~~.

Print the document

- press ESC
- press Print
- press Printer

Save the document

- press ESC
- press Transfer
- press Save
- press ↵

FORMATTING TEXT

Formatting affects the appearance of a document, not the content, and helps to give shape to the whole document. Good page layout together with the careful use of line spacing and boldface type help to make documents attractive and easy to read.

The basic elements in the design of a printed document are page layout, line layout and typeface. *WORD* divides a document into three formatting units - divisions, paragraphs and characters. These formatting units take care of page layout, line layout and typeface respectively.

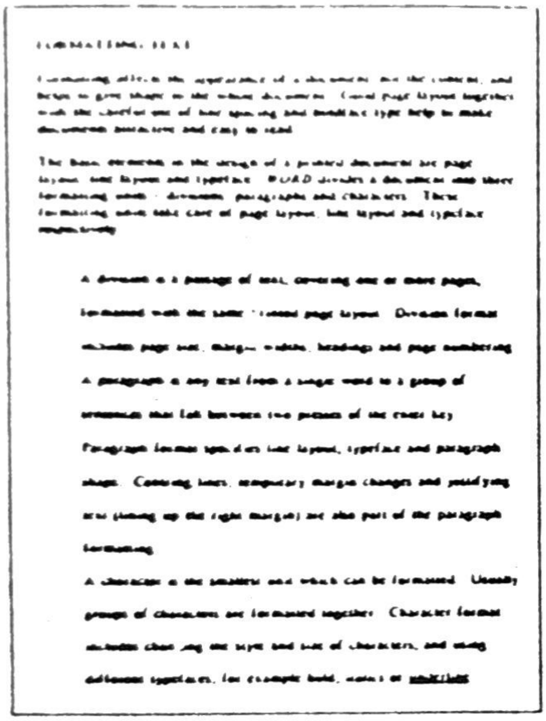
> A division is a passage of text, covering one or more pages, formatted with the same printed page layout. Division format includes page size, margin widths, headings and page numbering.
>
> A paragraph is any text from a single word to a group of sentences that fall between two presses of the enter key. Paragraph format specifies line layout, typeface and paragraph shape. Centring lines, temporary margin changes and justifying text (lining up the right margin) are also part of the paragraph formatting.
>
> A character is the smallest unit which can be formatted. Usually groups of characters are formatted together. Character format includes changing the style and size of characters, and using different typefaces, for example **bold**, *italics* or underline.

Formatting commands can be applied directly using the alt key ALT and a pre-determined code key, or indirectly using the format command from the command menu, either while typing the document or after the document has been typed in. Formatting commands can also be removed from all or part of a document. (When using ALT and a code to apply formatting to a *single* character, enter the code twice. This also applies when removing formatting).

Recall your document if necessary

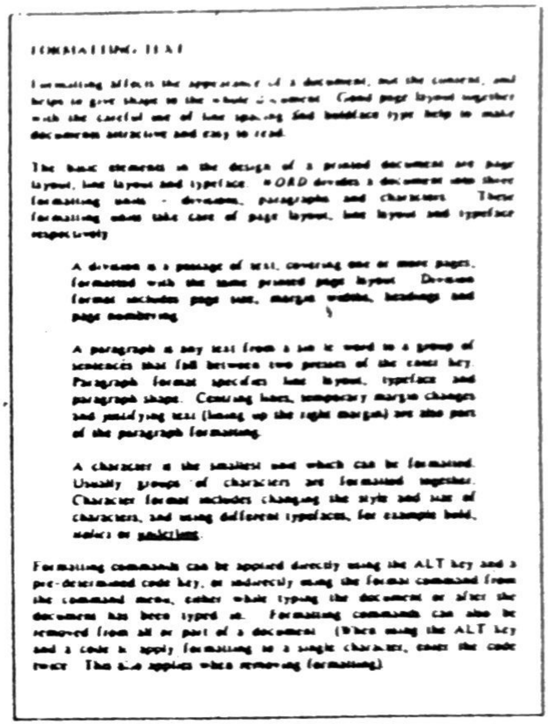
- press ESC
- press Transfer
- press Load
- type your filename or select it by pressing an arrow key to obtain a list and highlighting it
- press ↵

Paragraph formats



left justification

left indent with double spacing



left and right justification

left and right indent single spacing

Justify the document

- press ⇧-F10 to highlight the whole document
- press ALT-J

WORD will add spaces as necessary to line up the right margin

If *WORD* beeps and gives the message *Key code not defined*, there is *style sheet* in operation. (See the section on Style Sheets for a fuller explanation). In this case, apply the formatting again, with an X before the standard code.

Change a word into italics

- press F7 or F8 to select a complete word
- press ALT-I
- move the cursor to see the effect

Change a sentence into bold face

- press F9 to select a sentence
- press ALT-B
- move the cursor to see the effect

Use bold italics

- press F6 followed by F7 or F8 to select a piece of text
- press ALT-B followed by ALT-I

Remove character and paragraph formatting

- press ⇧-F10 to select whole document
- press ALT-SPACEBAR to remove bold and italics
- press F10 to select any formatted paragraph
- press ALT-P to remove justification and return the paragraph to '*ragged right*' format.

character format commands

italics	ALT-I
bold	ALT-B
underline	ALT-U
double underline	ALT-D
remove formatting	ALT-SPACEBAR

paragraph format commands

justify text	ALT-J
centre text	ALT-C
double spacing	ALT-2
left indent	ALT-N
remove formatting	ALT-P

Format the document as follows

student's name - bold, underline

Educational Applications - small caps, double underline, bold

The introduction of New Technology into schools and colleges gives access to facilities that are becoming more and more commonplace in working environments. Word processing is just one application of this technology and may be used for:

a. developing and using keyboard skills /italics

b. developing and using communication skills, especially expressing ideas in writing (eg plays, essays, reports) /italics

c. preparing and revising lecture notes, handout materials, worksheets, tests and answer sheets etc. /italics

d. preparing copy to be used for production of overhead transparencies and slides (when enlarged) or print. /italics

Double space and justify the document

Print the document

- press ESC
- press Print
- press Printer

Save the document

- press ESC
- press Transfer
- press Save
- press ↵

FORMATTING PAGES

Word is normally set to print on A4 paper leaving margins of 1 inch top and bottom and 1.25 inches either side. Every 0.5 of an inch is a preset cursor position called a *tab setting*. Pressing the tab key once will move the cursor to the next tab position. This division format is called the *default setting* and can be changed. Within the division format *page numbers* and *running heads* (labels which identify pages) can be made to appear along the top and bottom of every page throughout the document, while footnotes can be placed on the page they refer to or at the end of the document.

Left to itself, *WORD* will use default settings which divide a large document into roughly A4-sized pages for printing. However, you may wish to choose for yourself where page breaks occur. This process is called *repagination* and is available through the *Print* command.

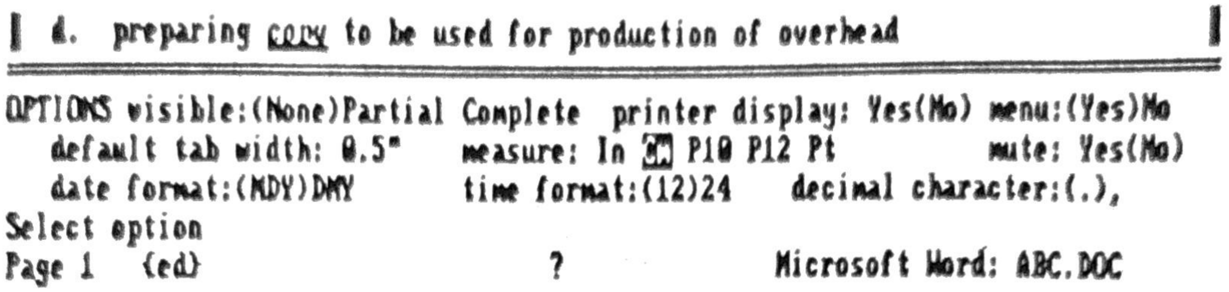
Page length, margins and any tab settings can be measured using one of several units of measurement. If no units are selected *WORD* will use inches. A ruler (always in inches, regardless of the units chosen) can be displayed along the top of the window.

Word's units of measurement -

In	inches	
Cm	centimetres	
P10	10 pitch font	- 10 characters per inch
P12	12 pitch font	- 12 characters per inch
Pt	points	- 72 points per inch

Change the units to centimetres

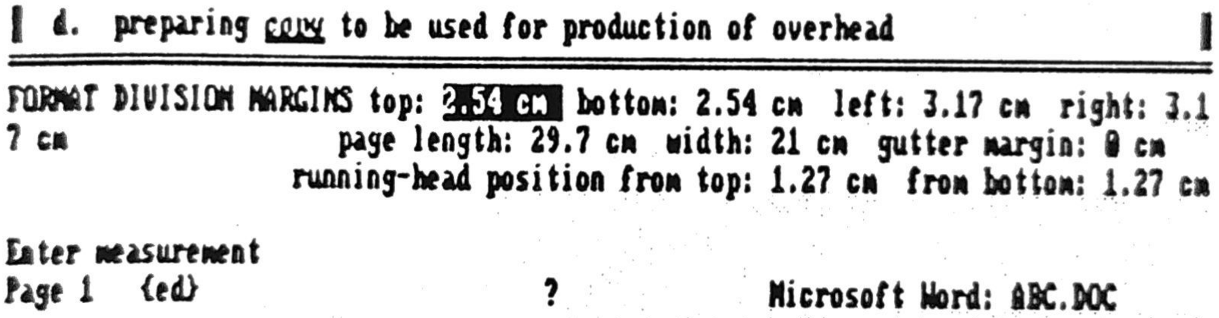
- press ESC
- press Options
- press ⇥ to move to the *measure* option
- use the SPACEBAR to select *Cm*
- press ↵



```
| d.  preparing copy to be used for production of overhead                    |
===============================================================================
OPTIONS visible:(None)Partial Complete  printer display: Yes(No) menu:(Yes)No
   default tab width: 0.5"    measure: In Cm P10 P12 Pt         mute: Yes(No)
   date format:(MDY)DMY       time format:(12)24    decimal character:(.),
Select option
Page 1   {ed}                       ?              Microsoft Word: ABC.DOC
```

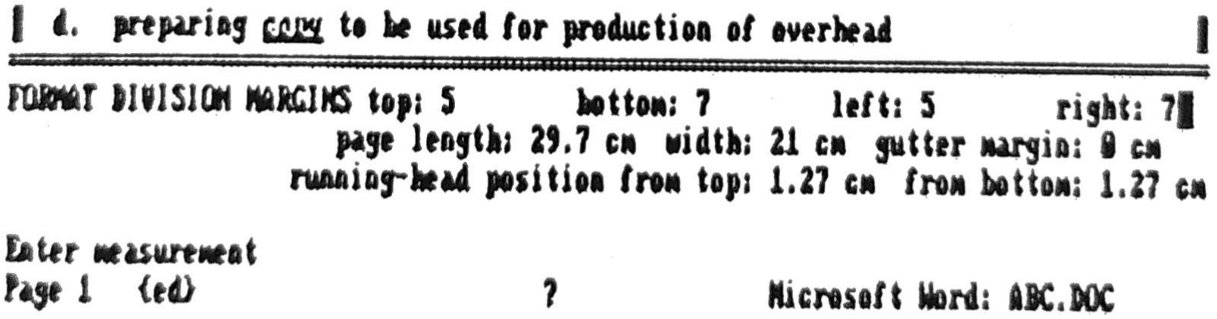
Change the margin widths

- press ESC
- press Format
- press Division
- press Margins



```
| d.  preparing copy to be used for production of overhead                    |
===============================================================================
FORMAT DIVISION MARGINS top: 2.54 cm bottom: 2.54 cm  left: 3.17 cm  right: 3.1
7 cm                       page length: 29.7 cm  width: 21 cm  gutter margin: 0 cm
                        running-head position from top: 1.27 cm  from bottom: 1.27 cm

Enter measurement
Page 1   {ed}                       ?              Microsoft Word: ABC.DOC
```

- change settings to -



```
| d.  preparing copy to be used for production of overhead                    |
===============================================================================
FORMAT DIVISION MARGINS top: 5        bottom: 7         left: 5         right: 7
                          page length: 29.7 cm  width: 21 cm  gutter margin: 0 cm
                       running-head position from top: 1.27 cm  from bottom: 1.27 cm

Enter measurement
Page 1   {ed}                       ?              Microsoft Word: ABC.DOC
```

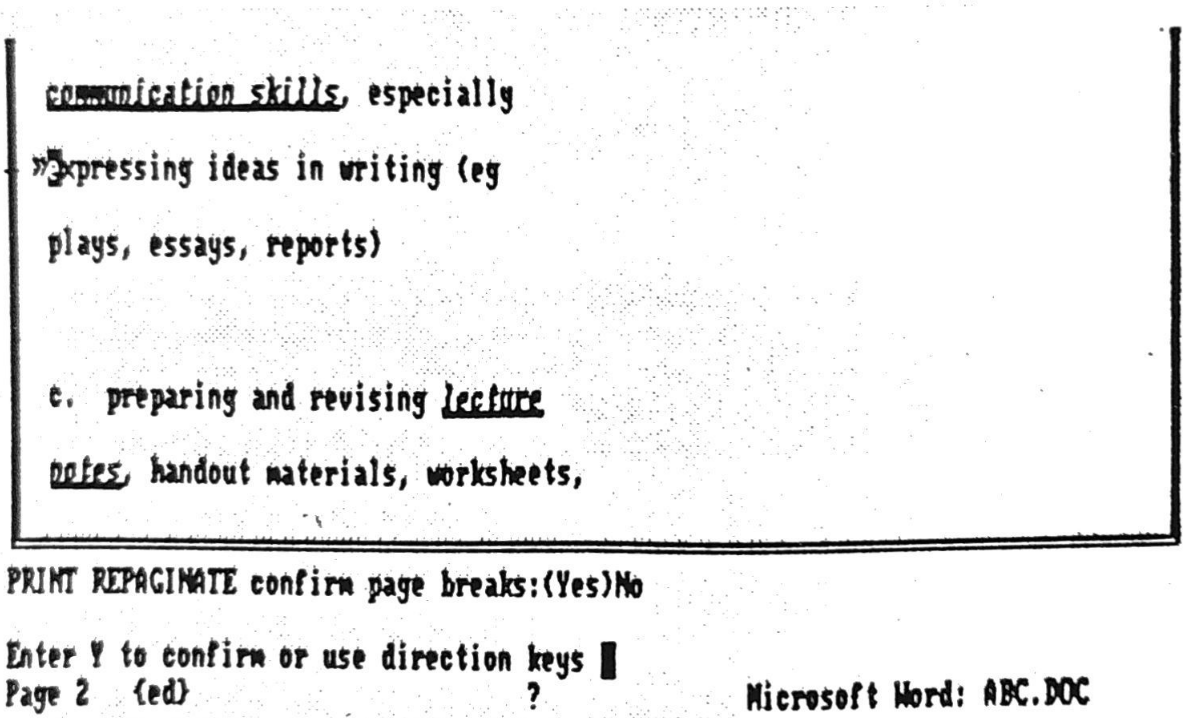
- press ↵ to carry out the command

  The document will change shape to conform to the new settings.

Repaginate the document

- press ESC
- press Print
- press Repaginate
- press Yes to confirm page breaks
- press ↵

WORD calculates the amount of text it can fit on each page by referring to the formatting commands you have used. Many of these, such as margins and different fonts, cause the text to take up varying amounts of space. *WORD* also refers to the printer driver currently in use (see pages 4 and 7); repagination is not possible if a printer driver has not been selected. *WORD* will stop at each page break (indicated by chevrons ») to give you the chance to move its position.



```
 communication skills, especially

»expressing ideas in writing (eg

 plays, essays, reports)


 c.  preparing and revising lecture

 notes, handout materials, worksheets,

PRINT REPAGINATE confirm page breaks:(Yes)No

Enter Y to confirm or use direction keys █
Page 2   {ed}                     ?          Microsoft Word: ABC.DOC
```

- press the up arrow to shorten the page if you wish
- press Yes to confirm page break

Your document is now divided into two pages, according to the page break you have set.

Print the document

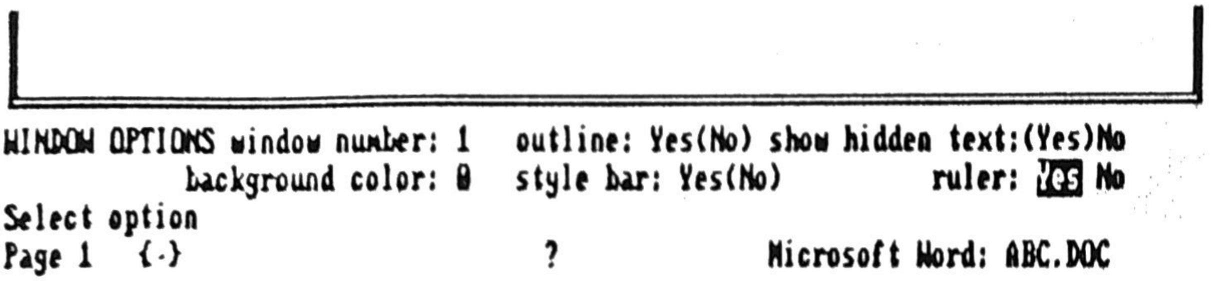
- press ESC
- press Print
- press Printer

Reset the units of measurement to inches

- press ESC
- press Options
- press ⇥ to move to *measure*
- select *In*
- press ↵

Display the ruler

- press ESC
- press Window
- press Options
- press ⇥ to move to *ruler*
- press Yes to display ruler



```
WINDOW OPTIONS window number: 1   outline: Yes(No) show hidden text:(Yes)No
           background color: 0   style bar: Yes(No)           ruler: Yes No
Select option
Page 1   {·}                       ?              Microsoft Word: ABC.DOC
```

- press ↵

  A ruler will appear across the top of the text area, marked in inches and with the positions of the margins [ ] displayed.

Add a footnote

- move the cursor to the space after 'New Technology'
- press ESC
- press Format
- press Footnote
- type 1 as a footnote reference
- press ↵

The cursor will move to a point just after the end of your text.

- type the footnote -

```
▷ This usually means computers, but can include
  a number of other electronic devices.
```

Return to the text

- press ESC
- press Jump
- press Footnote

You will be returned to your previous place in the text.

Format the footnote reference

- press ESC
- press Format
- press Character
- use ⇆ to move to *position*
- use the SPACEBAR to select *Superscript*
- press ↵

Position the footnote at the end of the document

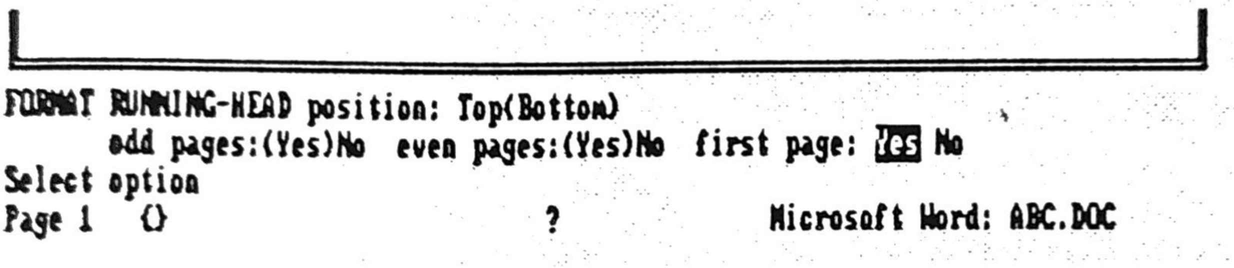
- press ESC
- press Format
- press Division
- press ⇆ to move to *footnotes*
- press End to position your footnote at the end of your document
- press ↵

Create the running head 'word processing'

- position cursor at start of document
- type `Word Processing`
- press ↵
- select the line you have just typed
- press ALT-C to centre text

Position the running head at the bottom of every page

- press ESC
- press Format
- press Running-head



```
FORMAT RUNNING-HEAD position: Top(Bottom)
       odd pages:(Yes)No  even pages:(Yes)No  first page: Yes No
Select option
Page 1   {}                    ?              Microsoft Word: ABC.DOC
```

- use ⇥ and the SPACEBAR to set the options as shown above
- press ↵ to carry out the command

The position of the running head is identified in the *style bar* (see next section) as -

t^	top all pages
b^	bottom all pages
tf^	top first page
bf^	bottom first page
te^	top even pages
to^	top odd pages
be^	bottom even pages
bo^	bottom odd pages

Print the document

- press ESC
- press Print
- press Printer

Return to single spacing

- press ESC
- press ⇧-F10 to select the whole document
- press Format
- press Paragraph
- press ⇥ to highlight *line spacing*
- type 1
- press ↵

Reset the margins to their original settings

- press ESC
- press Format
- press Division
- press Margins
- press ⇥ *top:* 1 in
- press ⇥ *bottom:* 1 in
- press ⇥ *left:* 1.25 in
- press ⇥ *right:* 1.25 in
- press ↵

Save the document

STYLE SHEETS

These are an advanced formatting feature of word. A style sheet allows you to combine all the elements of a printed page design, and apply them quickly and automatically to any part of the document. Individual formatting commands, for example bold and underlining, as well as paragraph justification and indenting, can be combined into styles which can be applied using simple one- or two-character ALT codes. Different *fonts*, or typefaces, may also be selected. Each printer has its own range of fonts. In this guide, for example, the text is mainly in a font called Times Roman with the large headings to the lists of instructions in another called Helvetica.

Style sheets allow you to customise your documents, saving time and effort.

Each of *WORD*'s formatting units - divisions, paragraphs and characters - has to be created within the style sheet and assigned a code, before it can be given its individual characteristics. The codes for paragraph and footnote styles can be displayed down the left-hand side of your document in the *style bar*.

Each style sheet is stored in a separate file with the extension .STY, and can be used again with other documents.

When a style sheet is applied to a document all the standard ALT codes, for example ALT B for bold, are still available but to avoid confusion with the newly-created ALT codes defined within the style sheet, they must be prefixed with an 'X' , so bold becomes ALT XB.

Make a division for an 'A5 letter' style sheet

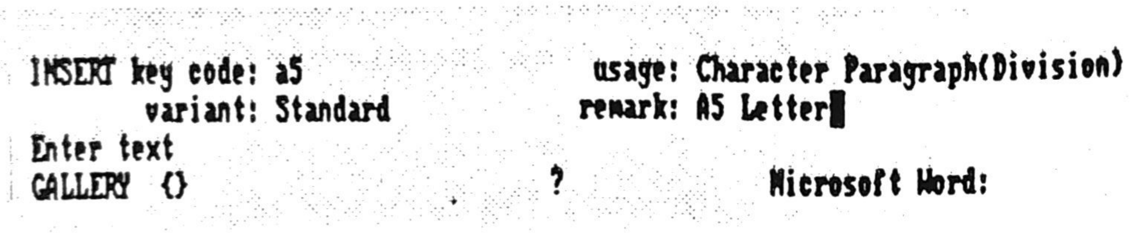
- press ESC
- press Gallery

Your document will disappear and should be replaced by a blank area. You are now in the *gallery*, and it is here that your style sheet will be created.

If it is *not* blank:

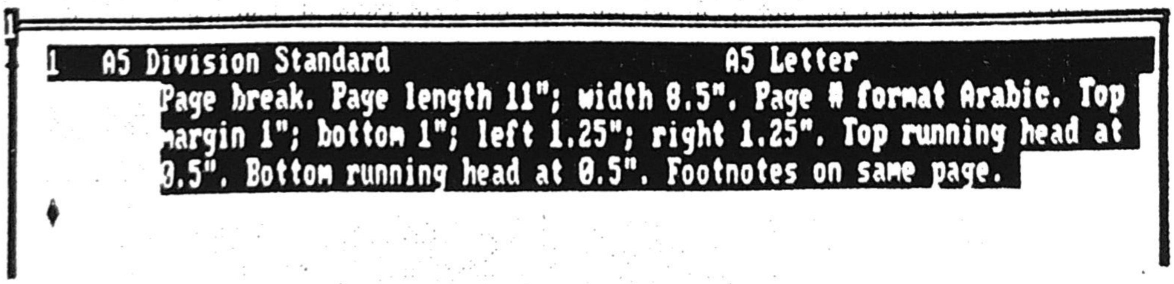
- press Transfer
- press Clear to remove the existing style sheet

- press Insert
- type `a5` for the division alt key code
- press ⇥
- press Division
- press ⇥
- press an arrow key to select *Standard*
- press ⇥
- type `A5 Letter`



```
INSERT key code: a5                    usage: Character Paragraph(Division)
       variant: Standard              remark: A5 Letter█
Enter text
GALLERY  {}                           ?           Microsoft Word:
```

- press ↵

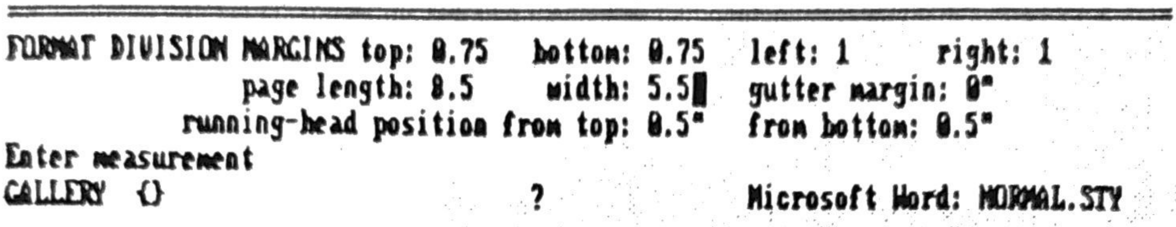


```
1   A5 Division Standard                        A5 Letter
          Page break. Page length 11"; width 8.5". Page # format Arabic. Top
          margin 1"; bottom 1"; left 1.25"; right 1.25". Top running head at
          0.5". Bottom running head at 0.5". Footnotes on same page.
♦
```

A division style called 'a5' has been created which can now be formatted into A5 size using the *Gallery Format* command. The *Gallery* submenu should still be displayed in the command section.

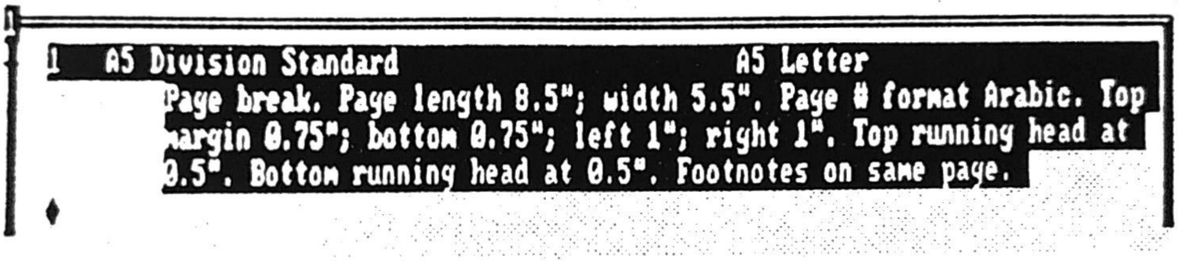
Format the division on the 'A5 letter' style sheet

- press Format
- press Margins



```
FORMAT DIVISION MARGINS top: 0.75   bottom: 0.75   left: 1      right: 1
                 page length: 8.5     width: 5.5█  gutter margin: 0"
             running-head position from top: 0.5"  from bottom: 0.5"
Enter measurement
GALLERY  {}                          ?             Microsoft Word: NORMAL.STY
```

- set page length to 8.5 ins and width to 5.5 ins
- set top and bottom margins to 0.75 ins
- set right and left margins to 1 in
- press ↵ to carry out the command



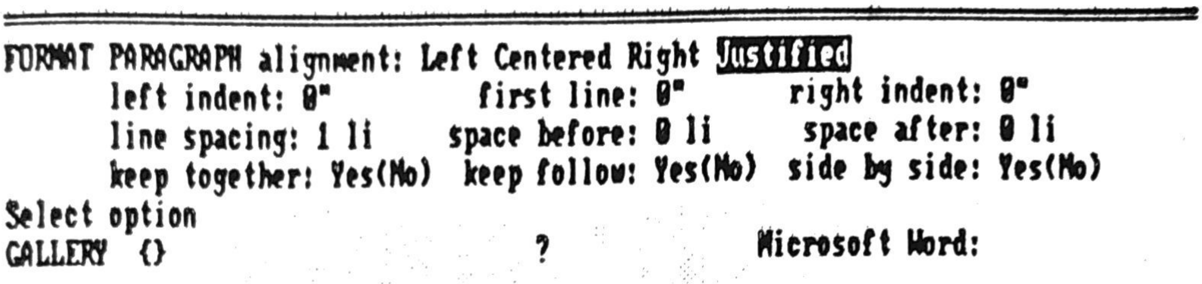
```
1  A5 Division Standard                         A5 Letter
         Page break. Page length 8.5"; width 5.5". Page # format Arabic. Top
         margin 0.75"; bottom 0.75"; left 1"; right 1". Top running head at
         0.5". Bottom running head at 0.5". Footnotes on same page.
♦
```

Make a paragraph for the 'A5 letter' style sheet

- press Insert
- type `jp` for the paragraph alt key code
- press ⇥
- select Paragraph
- press ⇥
- type `1`
- press ⇥
- type `justified paragraph`
- press ↵ to return to the *Gallery* submenu

Format the paragraph

- press Format
- press Paragraph
- press J to select *Justified*

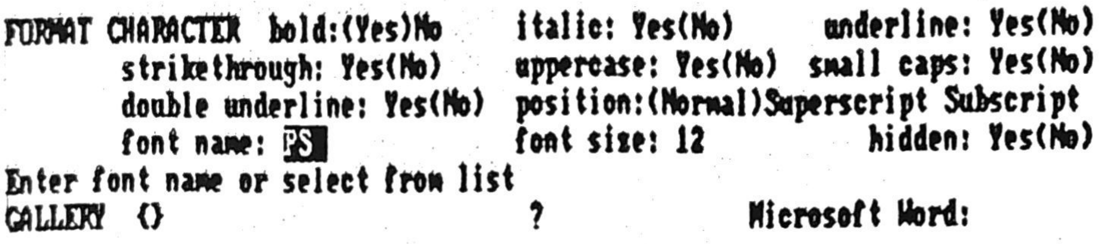


```
FORMAT PARAGRAPH alignment: Left Centered Right Justified
       left indent: 0"         first line: 0"       right indent: 0"
       line spacing: 1 li     space before: 0 li     space after: 0 li
       keep together: Yes(No)  keep follow: Yes(No)  side by side: Yes(No)
Select option
GALLERY  {}                            ?             Microsoft Word:
```

- press ↵ to carry out the command

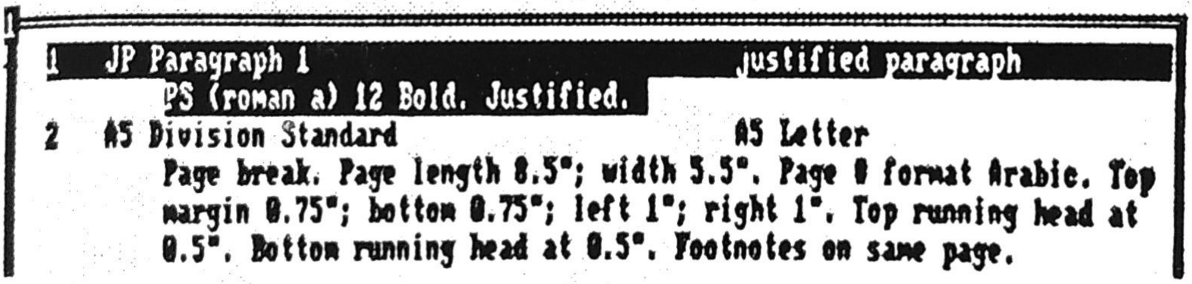
Format the paragraph characters

- press Format
- press Character



```
FORMAT CHARACTER  bold:(Yes)No     italic: Yes(No)      underline: Yes(No)
       strikethrough: Yes(No)     uppercase: Yes(No)  small caps: Yes(No)
       double underline: Yes(No)  position:(Normal)Superscript Subscript
       font name: PS              font size: 12         hidden: Yes(No)
Enter font name or select from list
GALLERY  {}                            ?             Microsoft Word:
```

- use ⇥ and the SPACEBAR to set the options as shown above
- use the arrow keys to select the font name
- press ↵ to carry out the command



```
1   JP Paragraph 1                              justified paragraph
        PS (roman a) 12 Bold. Justified.
2   A5 Division Standard                        A5 Letter
        Page break. Page length 8.5"; width 5.5". Page # format Arabic. Top
        margin 0.75"; bottom 0.75"; left 1"; right 1". Top running head at
        0.5". Bottom running head at 0.5". Footnotes on same page.
```

Any paragraph to which the alt code 'jp' is applied will be justified and have characters from the font selected.

Save the style sheet

- press Transfer
- press Save
- type `a5letter`
- press ↵

  WORD will add the extension .STY to your filename

- press Exit to return to your document

  The style sheet can now be applied to any document as follows.

Clear the text window

- press ESC
- press Transfer
- press Clear
- press All

Create a document for formatting

- type the following letter -

```
▷ 4a Hampton Close ↵
  Montpelier ↵
  BRISTOL BS8 1PM ↵
  ↵
  10th March 1988
  ↵
  Dear Ms Uddin ↵
  ↵
  Thank you for your letter requesting our
  price list.  We have pleasure in enclosing
  our current brochure, which we hope you will
  find interesting.  Your name has been placed
  on our mailing list so that you will receive
  priority notice of any new additions to our
  range. ↵
  ↵
  Yours sincerely ↵
  ↵
  ↵
  Daley Enterprises. ↵
```

Attach your style sheet to the document

- press ESC
- press Format
- press Style
- press Sheet
- type `a5letter`
- press ↵
- press CTRL-PGUP to position cursor at start of document
- press ALT-A5 to apply the division format
- press F10 to select main paragraph
- press ALT-JP to apply the paragraph formatting defined

Display the style bar

- press ESC
- press Window
- press Options
- press ⇆ to move to *style bar*
- press Yes
- press ↵

The codes for styles applied to paragraphs will appear down the left hand side of the text area. An asterisk either means that no style has been applied or that *WORD* cannot find it in the current style sheet. Nothing will be shown for paragraphs with formatting applied either directly from the keyboard or through the *Format* command.

Print a copy of the letter

- press ESC
- press Print
- press Printer

Save the letter

- press ESC
- press Transfer
- press Save
- supply a filename
- press ↵

MAILMERGING

Word allows information, such as names and addresses, to be merged with a document. This is commonly used to send personalized copies of the same letter to a number of people. To do this you need to create two document files, one containing the standard letter, the other the names and addresses (known as the *data*). The standard letter will have places marked in a special way, using *chevrons* « and », to represent the text which will vary from one copy of the printed document to another. The chevrons « and » will contain labels (called *fieldnames*) to tell *WORD* what information from the data file goes into the document.

Set up a standard letter

- edit your letter to look exactly like the version below, using CTRL-C and CTRL-] (to the left of the ↵ key) to produce chevrons « and »

▷
```
«data names.doc»
«name» «surname»
«addressline1»
«addressline2»
«addressline3»


10th March 1988

Dear «title» «surname»

Thank you for your letter requesting our
price list.  We have pleasure in enclosing
our current brochure, which we hope you will
find interesting.  Your name has been placed
on our mailing list so that you will receive
priority notice of any new additions to our
range.

Yours sincerely



Daley Enterprises.
```

The first line of the letter tells *WORD* to look for the data in the file called NAMES.DOC

Save the letter

- press ESC
- press Transfer
- press Save
- supply a new filename if you wish
- press ↵

Clear the text area

- press ESC
- press Transfer
- press Clear
- press All

Create the data file containing names and addresses

- type the following data exactly as it appears below, only pressing ↵ at the end of each set of data as indicated

```
▷ title,name,surname,addressline1,addressline2,
  addressline3 ↵
  Ms,Gulshen,Uddin,4a Hampton
  Close,Montpelier,BRISTOL BS8 1PM ↵
  Mr,James,Railton,23 Albert Square,Enfield
  Road,LONDON E8 4DX ↵
  Ms,Sophie,Lloyd,16 Castle
  Place,RICHMOND,Yorkshire ↵
```

In the first line, 'title' , 'name' , etc, are known as fieldnames; they must *exactly* match the names in chevrons in the standard letter.

Save the data file

- press ESC
- press Transfer
- press Save
- type `names`
- press ↵

Merge and print the two files

- press ESC
- press Transfer
- press Load
- type the name of your standard letter
- press ↵
- press ESC
- press Print
- press Merge

Set a variable date

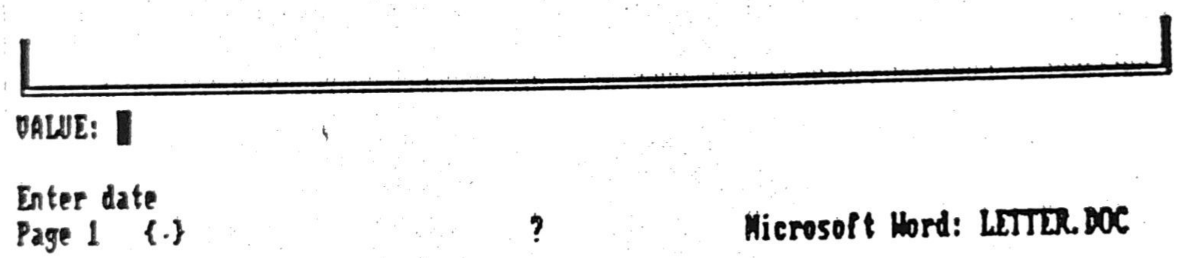
- edit the first part of your letter to look like this -

```
▷ «data names.doc»
  «set date=?Enter date»
  «name» «surname»
  «addressline1»
  «addressline2»
  «addressline3»

  «date»

  Dear «title» «surname»
```

Merge and print the two files

- press ESC
- press Print
- press Merge

You will be prompted to supply a date



```
VALUE: ▌

Enter date
Page 1   {·}                    ?                Microsoft Word: LETTER.DOC
```

- type the date as you you want it to appear in the letter
- press ↵

A copy of the letter will be printed for each person on the list, each with the date you supplied.

Section Two

Writing a Report
with
MS WORD Version 3

ABOUT THIS SECTION

Version 3 of Microsoft *WORD* incorporates several new features which increase its power to help you produce and manipulate complex documents of all kinds. The following section takes you through the various stages in the production of a fairly lengthy report in order to explore these new features and their uses.

One of the most powerful additions to *WORD*'s abilities is *Outlining*, which enables you to decide on the overall structure of a document before writing any of the text. This method of working makes it easier to 'build up' a document by working on individual sections as and when it is convenient to you, rather than working through from the beginning. It is particularly appropriate to report writing, which is why a report has been chosen as the basis for this section.

There is a further advantage, however. The report has to be fairly long in order to cover its subject thoroughly. Therefore it is suggested that you treat this section of the guide as something to return to as and when you have time. This way you will avoid having to spend a great deal of time typing at one sitting. Alternatively, you may find that your tutor has adopted ITEM's suggestion of creating files for various parts of the report for you to use (*via Transfer Merge*), so that you can concentrate on the techniques you are learning.

Where a feature is common to both Versions 2 and 3, this will be pointed out.

IMPORTANT NOTE

This section has been written on the assumption that you are familiar with the techniques already covered, and that you feel confident to refer back to the first section whenever you need to. It is self-instructional where new techniques are covered, but expects you to be thoroughly familiar with the basics of *WORD* as covered in the first part of this guide.

OUTLINING THE REPORT

It is quite common practice to approach a lengthy writing task - an essay, a report, or a book, for example - by planning the overall structure first. (It's also quite common practice to plunge straight in and press on regardless, but we won't go into that here...). You might, if writing an essay, decide that you would like to have an introduction at the beginning and a conclusion at the end, with various sections in between. In turn, those sections may be broken down into subsections. Later, you may decide to add a section at the end to contain all the footnotes, and a bibliography. Outlining aims to make this process easier and tidier, by offering you the ability to assign *levels* to each of your headings. Each time you move 'down' a level, your heading is moved four character spaces further across the screen so that is clear which headings and text (known in outlining as *body text*) 'belong' under which higher-level headings. Similarly, if you go back 'up' a level, the next heading will be moved back four character spaces.

Outlining is thus an alternative way of working from ordinary editing. Once you select it, you are in *Outline view*, which also works in two different ways: *Text edit* and *Outline edit*. For most of this report we shall be working in text edit, which allows you to enter headings and body text at different levels. Switching to outline edit allows you to manipulate the general shape of your document - the most powerful advantage of this being that moving a heading from one place to another, or from one level to another, automatically moves any headings and associated text along with it.

Outlining also enables you to hide headings and body text below any chosen level so that you can look at the overall structure in an uncluttered way, and then reveal them again. This is called *collapsing* and *expanding* headings.

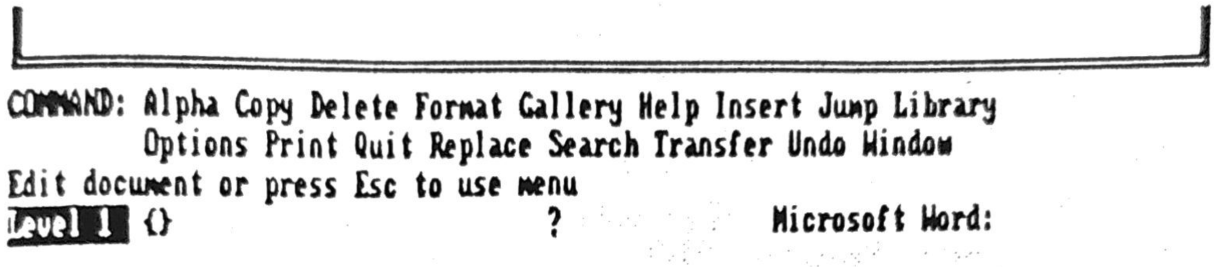
Load Word

- make sure the style bar is *off* and select *Options Complete*
- make sure the unit of measurement is inches

  Keeping the options on throughout will make things clearer by making paragraph marks, tabs and spaces visible.

Enter Outline View

- press ⇧-F2



```
COMMAND: Alpha Copy Delete Format Gallery Help Insert Jump Library
         Options Print Quit Replace Search Transfer Undo Window
Edit document or press Esc to use menu
Level 1 {}                       ?                    Microsoft Word:
```

Note that 'Level 1' has appeared, highlighted, at the left hand end of the status line.

Enter the title of the report

- type `The ITEM Team`
- press ↵

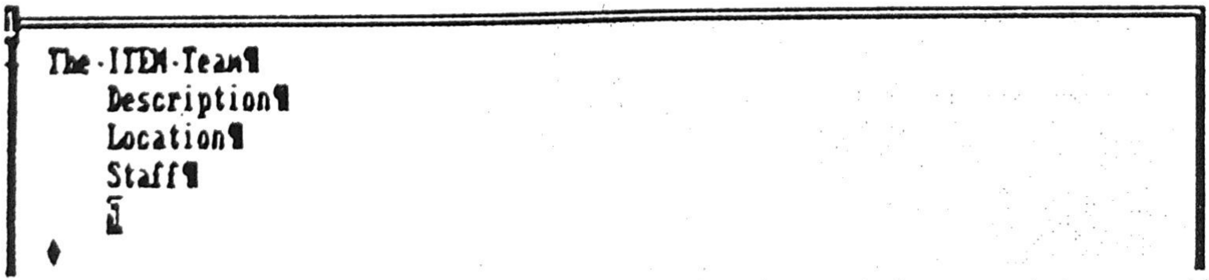
Move down one level

- press ALT-0 (zero, not the letter O)

  The cursor will move four characters to the right and the level number on the status line will become 2.

- type the first three main headings

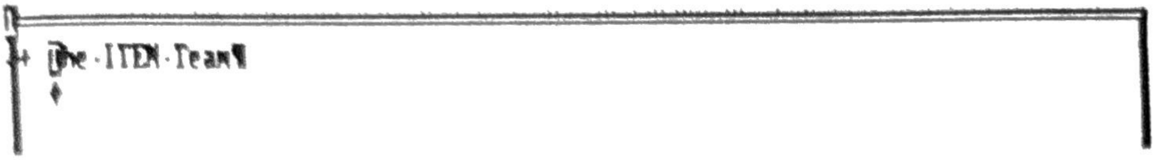
▷ `Description` ↵
`Location` ↵
`Staff`



```
The·ITEM·Team¶
    Description¶
    Location¶
    Staff¶
    ¶
♦
```

Collapse the main headings

- position the cursor at the top of the document
- press ⊟ on the numeric keypad



```
+ The·ITEM·Team¶
  ♦
```

All the main headings will disappear, leaving a + in the left margin to indicate their presence below the title. Note that the + is *not* in the style bar; when the style bar is on, the + will shift two characters to the right to accommodate it.

Expand the main headings

- press ⊞ on the numeric keypad

The main headings will reappear, and the + in the left margin will be removed, indicating that there are no headings or text below level 2.

Enter the headings for 'Staff'

- position the cursor on the paragraph mark after 'Staff'
- press ↵
- press ALT-0 to move to level 3
- type the headings

```
▷ Teachers ↵
  Programmers ↵
  Clerical ↵
```

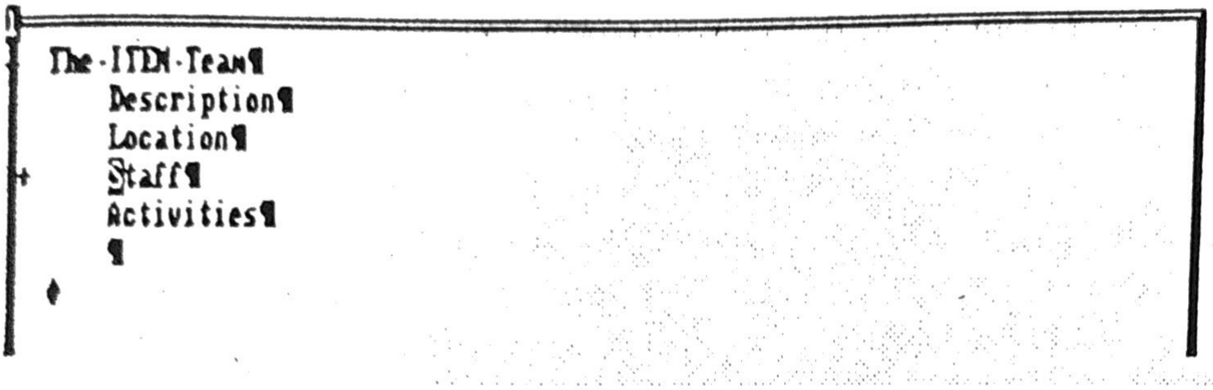
- press ALT-9 to move back to level 2
- type the final main heading

```
▷ Activities
```

Collapse the 'Staff' headings

- position the cursor over the first character of 'Staff'
- press ⊟ on the numeric keypad

  The headings below 'Staff' will disappear.



```
 The·ITEM·Team¶
      Description¶
      Location¶
+     Staff¶
      Activities¶
      ¶
```

The four main headings remaining on the screen, together with the title, form the basic structure of the report. Everything else (that is to say, all other headings and text) will be included within this framework. Note that only **STAFF** has a + next to it, indicating the presence of lower level headings.

Don't forget to save your work regularly

DEVELOPING THE OUTLINE

The main headings and some at a lower level are now in place, and the outline can be developed further. This can be achieved in different ways. You may wish, for example, to complete the whole outline before writing any text. On the other hand, you may be able to put some of the text in as soon as the appropriate heading is in place, and then carry on with the outline. Of course, new headings, headings or body text can be inserted at any point.

For the purposes of this part of the guide, you are strongly recommended to work through this section and the following one in sequence. This will make the logical development of the report clear and enable you to acquire the skills needed to use outlining for your own purposes. However, outlining does give you the opportunity to approach this kind of task in a creative way, developing the various sections in any order, and at a pace which suits you. If you feel confident enough, move back and forth between this section and the next, inserting headings and body text as you wish, but be aware that it is up to you not to lose track of what you are doing!

Expand all headings

- position the cursor at the top of the document
- press * on the numeric keypad

  As long as you are in outline view, this will expand all headings below the current level.

Enter the headings for 'Description'

- position the cursor on the paragraph mark after 'Description'
- press ↵
- press ALT-0 to move to level 3
- type the headings

▷ `Funding` ↵
`Origins`

Complete the headings for 'Staff'

- position the cursor on the paragraph mark after 'Programmers'
- press ↵
- press ALT-0 to move to level 4
- type the headings

▷ `ITEM` ↵
`Others`

Enter the headings for 'Activities'

- position the cursor on the paragraph mark after 'Activities'
- press ↵
- press ALT-0 to move to level 3
- type the headings

▷ `Self-instructional Guides` ↵
`Software` ↵
`Curriculum Development` ↵
`Visits`

CREATING A STYLE FOR THE REPORT

With all the headings - the 'framework' - in place, we can start writing the report itself - the 'body text' .

Before writing anything, however, we shall create a style sheet with a range of different styles - one for each level of heading and text - which can be quickly applied to improve the report's appearance. The style sheet will be saved and developed further as the report grows.

Once you have created a paragraph style and applied it to various parts of your document, it is an easy matter to change the formatting on all those paragraphs at once, wherever they may be scattered through the document. Changing the formatting on the style sheet changes every occurrence of that style at a stroke. This is the real advantage of using style sheets; to carry out such a change using direct formatting would involve finding every paragraph to be changed, selecting it and changing the formatting. In a large document this could be a very long and tedious process, with no guarantee that you would find all the paragraphs to be changed.

Style sheets are a standard feature of *WORD 2.*

Remove any existing style sheet

- press ESC
- press G to enter the *Gallery*
- press Transfer
- press Clear to remove any existing style sheet

Create styles for the headings

- press Insert
- type `L1` (for Level 1)
- press ⇥
- select Paragraph
- press ⇥
- press an arrow key for a list of the styles available
- select *Heading level 1*
- press ↵

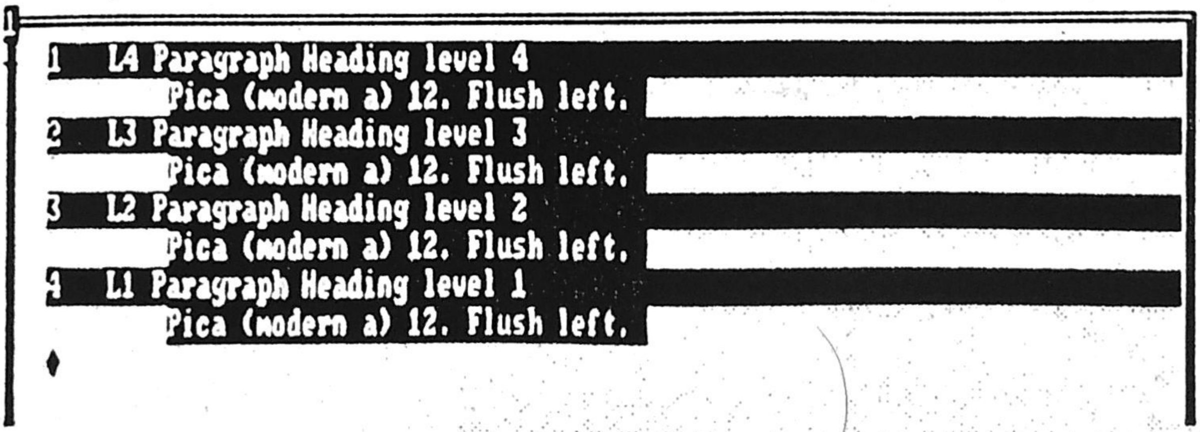
  The style L1 will be automatically applied to any level 1 heading in your document.

Create styles for remaining levels

- repeat the instructions above for levels 2, 3 and 4, selecting appropriate alternative names

Make headings bold

- highlight all the styles you have created



```
1   L4 Paragraph Heading level 4
         Pica (modern a) 12. Flush left.
2   L3 Paragraph Heading level 3
         Pica (modern a) 12. Flush left.
3   L2 Paragraph Heading level 2
         Pica (modern a) 12. Flush left.
4   L1 Paragraph Heading level 1
         Pica (modern a) 12. Flush left.
♦
```

- press Format
- press Character
- press Yes for bold
- press ↵

  All the styles now have bold characters.

Save the style sheet

- press Transfer
- press Save
- type `outline` ↵ (or a name of your own choosing)

  Your style sheet will be saved under the name OUTLINE.STY.

Return to the text screen

- press Exit

  Although you have created and saved a new style sheet, it is not yet attached to the report. It must be attached to have an effect, and to ensure that it will be automatically loaded along with your document in future.

Attach your style sheet to the report

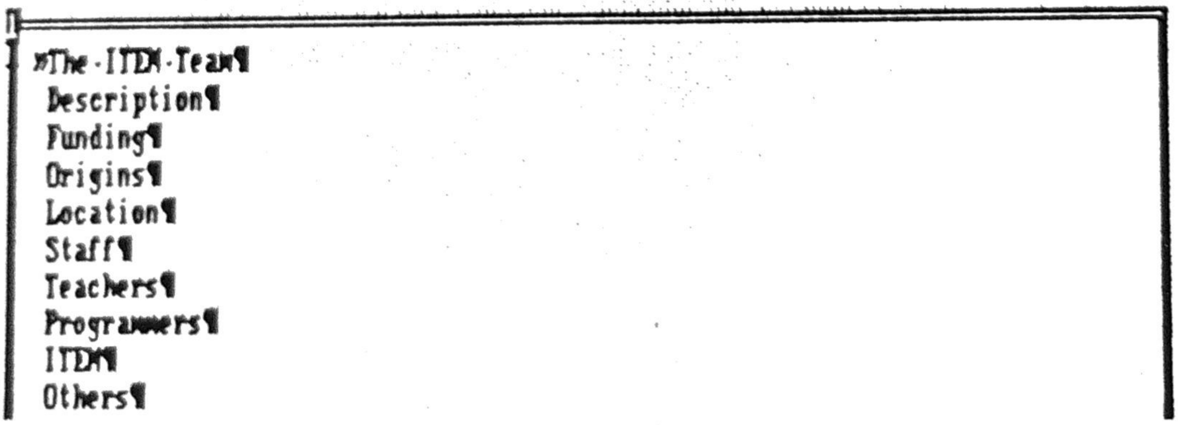
- press ESC
- press Format
- press Style
- press Sheet
- type `outline` ↵

  Because the styles were named using Heading Levels they are automatically attached to your headings.

Leave outline view

- press ⇧- F2

  The level number on the status line has now disappeared. You are back in normal edit mode, with all headings are expanded, lined up on the left, and picked out in bold.



```
»The·ITEM·Team¶
 Description¶
 Funding¶
 Origins¶
 Location¶
 Staff¶
 Teachers¶
 Programmers¶
 ITEM¶
 Others¶
```

Create the text styles

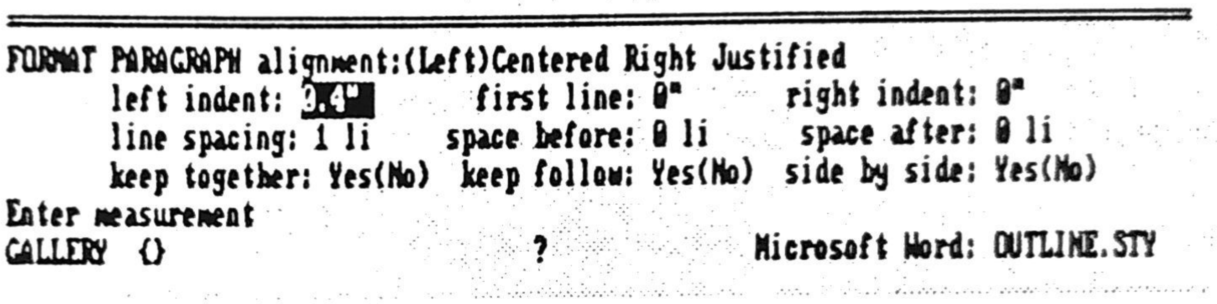
- press ESC
- press Gallery to enter the *Gallery*

Create the style for Level 2

- press Insert
- type T2 (for text at Level 2)
- press ⇥
- select Paragraph
- press ↵

Format the paragraph

- press Format
- press Paragraph
- press ⇥ to move to *left indent:*
- type 0.4"
- press ↵



```
FORMAT PARAGRAPH alignment:(Left)Centered Right Justified
       left indent: 0.4"        first line: 0"      right indent: 0"
       line spacing: 1 li    space before: 0 li      space after: 0 li
       keep together: Yes(No)  keep follow: Yes(No)  side by side: Yes(No)
Enter measurement
GALLERY  {}                         ?            Microsoft Word: OUTLINE.STY
```

Create remaining text styles

- follow the instructions above to create styles for text at Levels 3 and 4, using left indents of 0.8" and 1.2" respectively.

Return to the text screen

- press Exit

  When you *Quit* from *WORD* you will be offered the option to save the style sheet. This happens if you have made changes since last using *Transfer Save* in the Gallery.

- use *Window Options* to turn on the style bar

WRITING THE REPORT

Body text, as its name implies, is the actual body of the document you are creating - the text which appears under the headings.

There is nothing special to *WORD 3* about this process, and it is better to keep outline view off for the time being and stay in ordinary editing mode. There are two reasons for this: there will be no confusion between ALT codes which have a function in outlining and those which don't, and the headings and text will all be lined up to the left of the text area; in outline view your text will be on the left but the headings will start at their various indents, making for a rather confusing screen layout.

As mentioned in the introduction to this part of the guide, ITEM has suggested that the various pieces of body text which make up the report might be made available to you as files with standard names (beginning with 'BT-' for body text) to save you time and allow you to concentrate on the new skills you are learning. The suggested name of the file is given after each instruction to type a piece of text so that you can bring it into your document by means of *Transfer Merge*. This process is explained when typing begins.

Transfer Merge is a standard feature of *WORD 2*.

Enter the text for Funding

- position the cursor on the paragraph mark after 'Funding'
- press ↵
- press ALT-T3 to apply the Level 3 text style

To enter the text from the keyboard:

- type the text

▷
```
ITEM's funding comes from two sources - 70%
from the ESG mentioned above, and 30% from
ILEA. ↵
↵
The funding covers the salaries of the four
teachers, two programmers and one secretary,
as well as equipment and materials costs.
```

▶ To load the text from an existing file:

- press Transfer
- press Merge
- type BT-FUND ↵

The text for 'Funding' will be loaded in after the cursor.

Enter the text for Origins

- position the cursor on the paragraph mark after 'Origins'
- press ↵
- press ALT-T3 to apply the Level 3 text style
- type the text

▷
```
In 1985 ILEA's Computing Inspectorate for
Further and Adult Education saw the need for
high-quality learning materials and software
to support the introduction of the RM Nimbus
computer into its colleges and institutes. A
proposal was put to the Department of
Education and Science for funding through the
Educational Support Grant system, with the
aim of setting up a team of teachers,
seconded from the post-school sector, to
tackle this task.
```

▶ Suggested filename for Transfer Merge: BT-ORIG

Enter the text for Location

- position the cursor on the paragraph mark after 'Location'
- press ↵
- press ALT-T2 to apply the Level 2 text style
- type the text

▷ `The ITEM Team is based at the Inner London Educational Computing Centre (ILECC). It serves as a source of expertise for all sectors of education in Inner London, from Primary to Further and Adult Education.`

▶ Suggested filename for Transfer Merge: BT-LOC

Enter the text for Teachers

- position the cursor on the paragraph mark after 'Teachers'
- press ↵
- press ALT-T3 to apply the Level 3 text style
- type the text

▷ `The four teachers who make up the ITEM team are seconded from Further and Adult Education within ILEA. They were chosen for their experience across a broad range of post-school teaching, and for their involvement with the educational applications of computers, although their experience in this field is of course developing all the time.`

▶ Suggested filename for Transfer Merge: BT-TEACH

Enter the text for Programmers (ITEM)

- position the cursor on the paragraph mark after 'ITEM'
- press ↵
- press ALT-F4 to apply the Level 4 text style
- type the text

▷ ITEM's budget covers the employment of two professional programmers who have been responsible for most of the software written so far. The teachers work closely with them from the design stage onwards to ensure the best combination of high technical standards with those of good presentation and user-friendliness.

▶ Suggested filename for Transfer Merge: BT-PROG1

Enter the text for Programmers (Others)

- position the cursor on the paragraph mark after 'Others'
- press ↵
- press ALT-F4 to apply the Level 4 text style
- type the text

▷ The flexibility of the ITEM operation means that freelance programmers may also be employed from time to time. ↵
↵
Where possible, the expertise of programmers who work for ILECC is used. Mailbox, for example, was written by an ILECC programmer.

▶ Suggested filename for Transfer Merge: BT-PROG2

Enter the text for Clerical

- position the cursor on the paragraph mark after 'Clerical'
- press ↵
- press ALT-T3 to apply the Level 3 text style
- type the text

▷ The teachers receive clerical support from a secretary who takes care of order processing, photocopying and other general duties. ↵
↵
Extensive support is given by the host institution, ILECC, in the form of overheads such as stationery and telephones. ITEM orders are also processed by ILECC's administration.

▶ Suggested filename for Transfer Merge: **BT-CLER**

Using the TAB key to line up text

The next two pieces of text are arranged in two columns, and two new techniques will be used to achieve this.

The tab key - ⇆ - is used to move the cursor across to a pre-defined position. Don't worry if the result looks untidy to start with - when all the body text has been entered the text style will be updated and the tabs formatted to produce the correct result.

When the options are on, tabs are shown on the screen as an arrow pointing to the right.

Enter the text for Self-instructional Guides

- position the cursor on the paragraph mark after 'Self-instructional Guides'
- press ↵
- press ALT-T3 to apply the Level 3 text style
- type the text

▷ The following guides to software not written
by ITEM have been produced: ↵
↵
⇥ WORD Version 2 ⇥ (Microsoft) ↵
⇥ WORD Version 3 ⇥ (Microsoft) ↵
⇥ Multiplan ⇥ (Microsoft) ↵
⇥ Logistix ⇥ (Grafox)
⇥ Dataease ⇥ (Sapphire)

▶ Suggested filename for Transfer Merge: BT-SIG

Enter the text for Software

- position the cursor on the paragraph mark after 'Software'
- press ↵
- press ALT-T3 to apply the Level 3 text style
- type the text

▷ Network and standalone versions of the
following software titles are available: ↵
↵
⇥ Keystroke ⇥ (typing tutor) ↵
⇥ Simtex ⇥ (simulated telex delivery) ↵
⇥ Revolver ⇥ (local viewdata) ↵
⇥ Multigraph ⇥ (charts from figures) ↵
↵
The following titles can only be used on a
network: ↵
↵
⇥ Mailbox ⇥ (electronic mail) ↵
⇥ Chat ⇥ (station-to-station ↵
⇥ ⇥ communication)

▶ Suggested filename for Transfer Merge: BT-SOFT

Enter the text for Curriculum Development

- position the cursor on the paragraph mark after 'Curriculum Development'
- press ↵
- press ALT-T3 to apply the Level 3 text style
- type the text

▷ Several teaching packs are being produced as a kind of "second stage" in the development of IT across the curriculum. They are intended to provide interesting and challenging ways for teachers to use the software with their students. ITEM always welcomes new ideas for such packs.

▶ Suggested filename for Transfer Merge: BT-CDEV

Enter the text for Visits

- position the cursor on the paragraph mark after 'Visits'
- press ↵
- press ALT-T3 to apply the Level 3 text style
- type the text

▷ Visits to colleges and adult education institutes, particularly in connection with curriculum development, are a fairly regular feature of ITEM's work. In addition, support has been given to adult education during recent installations of computer networks in the institutes.

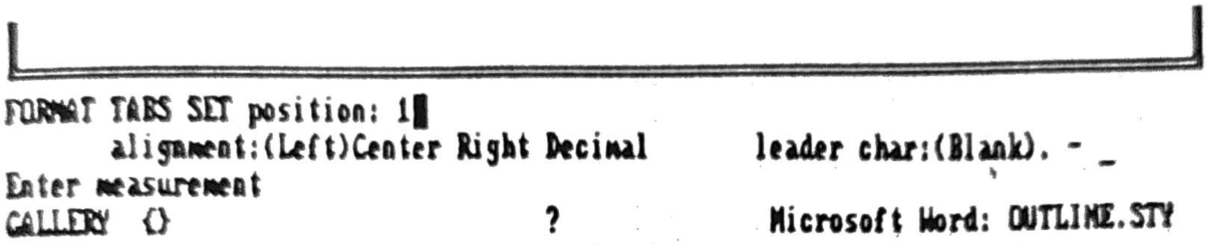
▶ Suggested filename for Transfer Merge: BT-VISIT

Format the tabs in text style 3

Setting the tab positions will ensure that the text for Guides and Software will be lined up in columns.

- press ESC
- press G to enter the *Gallery*
- highlight the T3 style

- press Format
- press Tabs
- press Set
- type 1 to set a tab at 1 inch
- press ↵



```
FORMAT TABS SET position: 1▌
      alignment:(Left)Center Right Decimal      leader char:(Blank). - _
Enter measurement
GALLERY  {}                    ?          Microsoft Word: OUTLINE.STY
```

- repeat this process to set another tab at 2.3 inches
- press Exit

Return to outline view

- press ⇧- F2

The headings have returned to their appropriate places and each piece of body text is lined up underneath the heading it belongs to. The text for guides and software is correctly lined up in columns. An upper case 'T' appears on the left of each piece of body text to indicate that it is text. When body text is collapsed, its presence is indicated by a lower case 't' .

PRINTING THE REPORT

There is one thing to remember about printing a document which has been outlined: what you see is what you get. Thus, if you print while you are in normal editing mode, your headings will not appear at the correct indents; instead they will all be lined up to the left. Body text will, however, appear in the right place. The whole effect will therefore be somewhat messy.

The correct way to print, therefore, is whilst in outline view. All headings and text will be printed as you see them on the screen.

In this section, the report will be printed in stages, to illustrate firstly the way *WORD* automatically divides a document into pages, and secondly how you can divide it yourself, using manually inserted page breaks and *Repagination*. You will also learn how to add page numbers and position them.

In addition, various printing options offered by *WORD* will be explored. If you have a printer with continuous stationery or a cut-sheet feeder, or if you are lucky enough to have a laser printer, you will be able to print the report all in one go. If you have to use single sheets, however, you will want *WORD* to stop at the end of each page to allow you to put another sheet in the printer. This is done through the *feed* option. Should you wish to print a small part of the report or only certain pages, this is also possible, through the *range* option.

All the print options dealt with in this section are features of *WORD 2*.

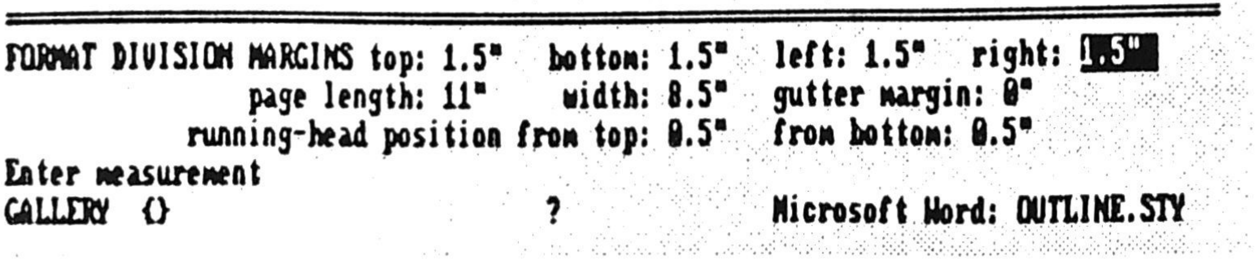
Increase the size of the page margins

By creating a standard division on the style sheet and formatting its margins, we will make the report run to several pages.

- press ESC
- press Gallery
- press Insert
- type SD for standard division
- press ⇥
- press Division
- press ⇥
- type Standard ↵

Format the division margins

- press Format
- press Margins



```
FORMAT DIVISION MARGINS top: 1.5"   bottom: 1.5"   left: 1.5"   right: 1.5"
               page length: 11"     width: 8.5"   gutter margin: 0"
          running-head position from top: 0.5"   from bottom: 0.5"
Enter measurement
GALLERY  {}                          ?            Microsoft Word: OUTLINE.STY
```

- set the margins as shown above
- press Exit

Ensure you are in outline view

If 'Page' appears at the left-hand end of the status line -

- press ⇧- F2

Check printer driver

- press ESC
- press Print
- press Options
- make sure the correct printer driver has been selected

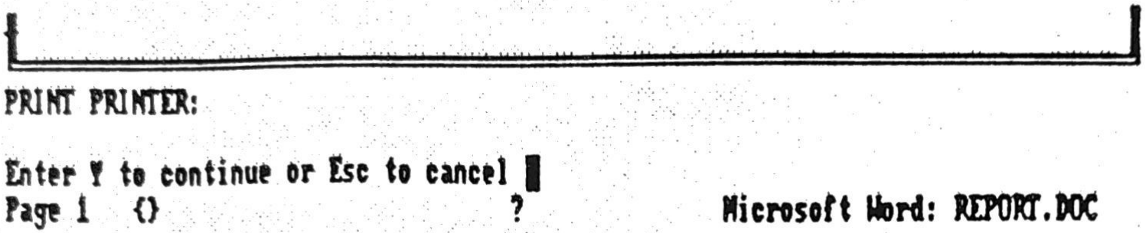
(Either) print the report on continuous stationery

- press ESC
- press Print
- press Printer

(Or) print the report on single sheets

- press ESC
- press Print
- press Options
- use ⇆ to highlight *feed:*
- use SPACEBAR to select *Manual*
- press ↵

  WORD will pause before each page to give you time to load another sheet of paper



```
PRINT PRINTER:

Enter Y to continue or Esc to cancel █
Page 1   {}                    ?                Microsoft Word: REPORT.DOC
```

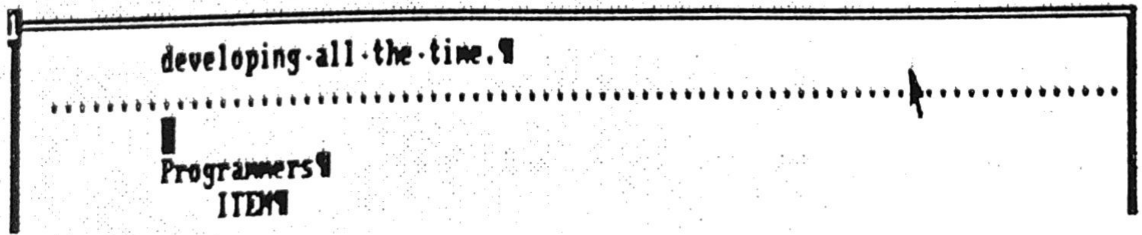
- put another sheet of paper in the printer
- press Yes
- repeat the last two instructions until printing is finished

Insert manual page breaks

You will probably find that the page breaks *WORD* has inserted cut paragraphs in half. You can make it separate the pages more sensibly, by choosing positions *before* the existing ones.

- position the cursor at the start of the paragraph before the page break.
- press ⇧-CTRL-↵

  A line of dots will appear, marking the end of the page.



```
        developing·all·the·time.¶
.......................................................................
        █
        Programmers¶
           ITEM¶
```

- repeat this process for the remaining pages
- reprint the report

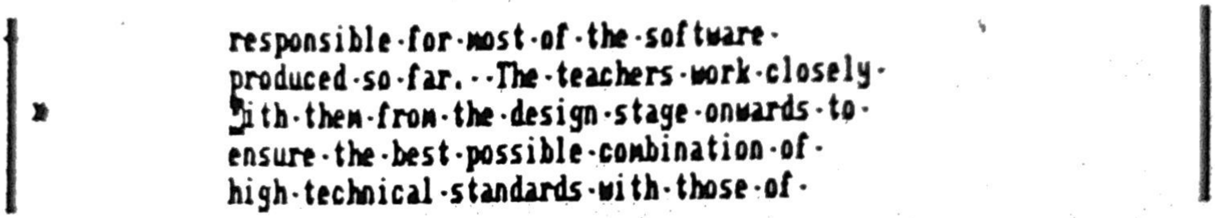
Insert page breaks by repagination

First, remove the page breaks you have inserted, by highlighting and deleting them.

- press ⇧- F2 to leave outline view

WORD indicates the end of each page with chevrons; these appear in the middle of the screen, on the left, except when you are in outline view, when they are obscured by the outline characters +, t and T. Leaving outline view makes the process of repagination clearer.

- press ESC
- press Print
- press Repaginate
- press Yes to confirm page breaks
- press ↵

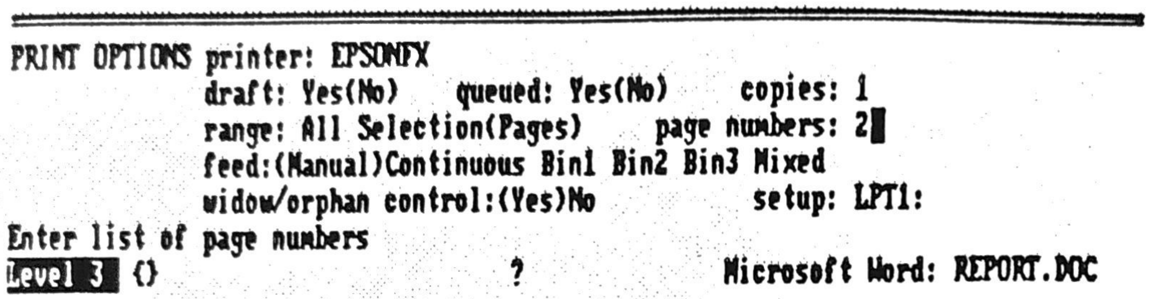


```
            responsible·for·most·of·the·software·
            produced·so·far.··The·teachers·work·closely·
»           with·them·from·the·design·stage·onwards·to·
            ensure·the·best·possible·combination·of·
            high·technical·standards·with·those·of·
```

- press the up arrow to move the end of the page if you wish
- press Yes to confirm
- repeat this process for the remaining pages
- reprint the report

Print a selected page

- press ESC
- press Print
- press Options
- use ⇥ to move to *range:*
- use SPACEBAR to select *Pages*
- press ⇥ to move to *page numbers:*
- type 2



```
PRINT OPTIONS printer: EPSONFX
              draft: Yes(No)     queued: Yes(No)      copies: 1
              range: All Selection(Pages)     page numbers: 2▌
              feed:(Manual)Continuous Bin1 Bin2 Bin3 Mixed
              widow/orphan control:(Yes)No           setup: LPT1:
Enter list of page numbers
Level 3  {}                       ?               Microsoft Word: REPORT.DOC
```

- press ↵
- press ESC
- press Print
- press Printer

Only page two will be printed. Any selection of pages from a long document may be printed in this way. Single page numbers must be separated by commas; a hyphen separating two numbers may be used to specify a range of pages for printing.

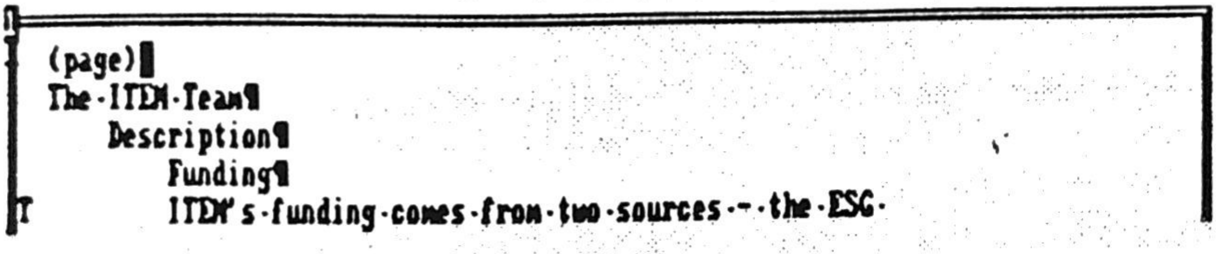
Add page numbers to the report

- position the cursor at the top of the document
- press ↵ to create a new line
- move the cursor up to the beginning of the new line
- press ALT-XP to go into text mode

  Direct formatting commands must be preceded by an 'X' when a style sheet is in use.

- type page
- press F3

  The word *page* will appear in brackets. This is a standard glossary entry; the current page number will be substituted on printing.

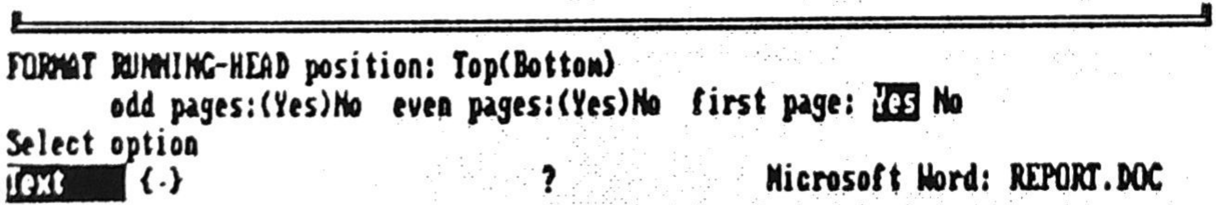


```
(page)
The·ITEM·Team¶
    Description¶
        Funding¶
T       ITEM's·funding·comes·from·two·sources·-·the·ESG·
```

- press ALT-XC to centre the page numbers

Position the page numbers

- make sure the cursor is still on the top line
- press Format
- press Running-head



```
FORMAT RUNNING-HEAD position: Top(Bottom)
       odd pages:(Yes)No  even pages:(Yes)No  first page: Yes No
Select option
Text   {·}                    ?              Microsoft Word: REPORT.DOC
```

- use ⇆ and the SPACEBAR to set the options as shown above
- press ↵

  This will ensure that the current page number is printed at the bottom of each page.

Reprint the report

USING MORE FEATURES

In this final section, four of the most useful of the new features offered by *WORD 3* are used to finish off the report. This does not cover all of them, by any means; once you have grasped the techniques covered in this guide, you will probably find it worthwhile to use the *WORD* manual to investigate other features such as spell checking, using multiple text windows, side by side paragraphs and many more.

The first part of this final section deals with *Outline edit* to rearrange paragraphs. This can be an extremely useful aid when putting the final touches to a document which has been developed over a period of time and may now need the order of sections adjusting.

The second part uses *WORD 3*'s ability to produce a simple total. Mathematical operations can be performed on any set of figures, even if they are scattered around in the text. Only addition is dealt with here, but subtraction, division, multiplication and percentages are also possible.

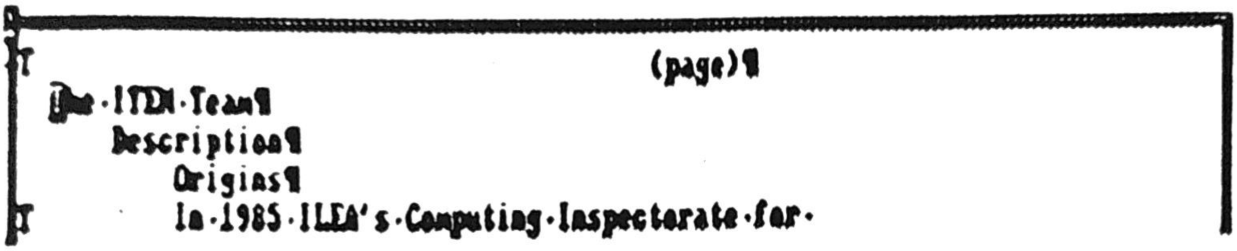
The third part shows you how to sort a list into simple alphabetical order. Sorting from last to first, and sorting numbers, are also possible though not dealt with here.

Finally, the paragraphs of the report will be automatically numbered, and the final version printed.

Reverse the positions of 'Funding' and 'Origins'

These two sections are at present in the wrong order.

- press ⇧-F2 to enter outline view if necessary
- position the cursor on the first character of the title



(page)¶
The·ITDI·Team¶
Description¶
Origins¶
In·1985·ILEA's·Computing·Inspectorate·for·

- press ⊟ on the numeric keypad to collapse the headings and text
- press ⊠ on the numeric keypad to expand the headings only
- press ⇧-F5 to enter *outline edit*

The word 'OUTLINE' has appeared, highlighted, at the left hand end of the status line. Note that, in outline edit, the arrow keys move the cursor in a special way. The up and down arrows only move it *within* levels, whereas the left and right arrows are used to move it *between* levels. The cursor highlights the complete heading, rather than a single character.

- experiment with the arrow keys to see how the cursor behaves
- position the cursor on 'Origins'
- press DELete
- position the cursor on 'Funding'
- press INSert to bring 'Origins' back from the scrap

The headings, *along with their associated body text*, have been reversed.

- press ⇧-⊞ (on the numeric keypad) to see the effect

The body text for 'Origins' has been expanded. You can use the same key combination to expand body text when it is indicated by a lower case 't' on the left. When the text is expanded, this becomes an upper case 'T' .

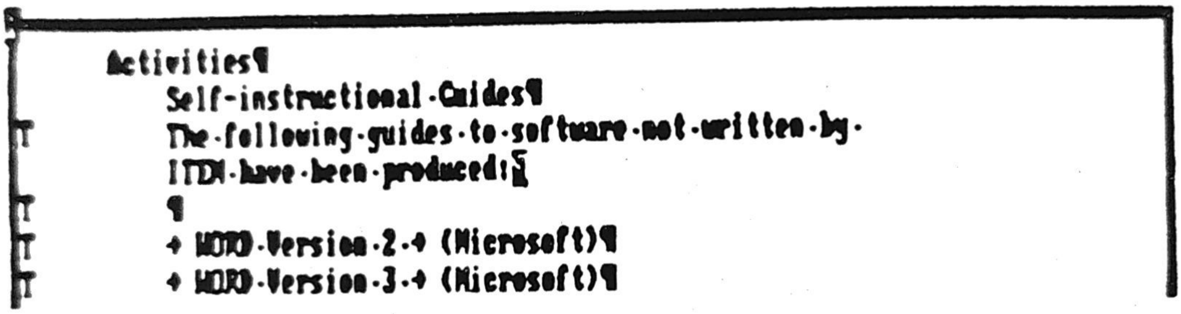
Expand all the body text

Add another tab to the text style for Level 3

- press ESC
- press G to enter the *Gallery*
- highlight the T3 style
- press Format
- press Tabs
- press Set
- type `4.5` to set a tab at 4.5 inches
- press ⇥
- press Right to select a *right* tab
- press ↵
- press Exit to return to the text

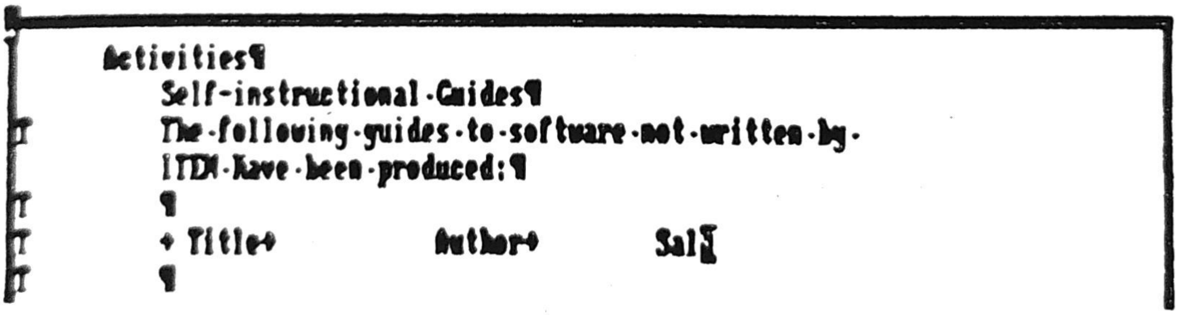
Add headings to 'Self-instructional Guides'

- position the cursor at the top of the document
- use *Search* to find 'produced:'
- position the cursor on the paragraph mark after 'produced:'



```
Activities¶
    Self-instructional·Guides¶
    The·following·guides·to·software·not·written·by·
    ITDI·have·been·produced:¶
    ¶
    → WORD·Version·2·→ (Microsoft)¶
    → WORD·Version·3·→ (Microsoft)¶
```

- press ↵ twice
- type ⇥ `Title` ⇥ `Author` ⇥ `Sales` ↵

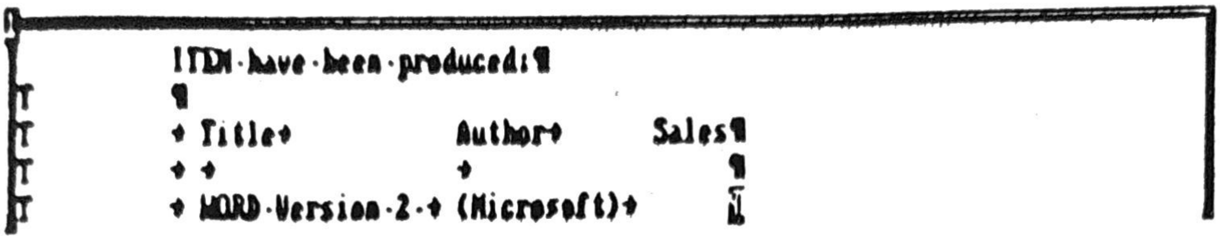


```
Activities¶
    Self-instructional·Guides¶
    The·following·guides·to·software·not·written·by·
    ITDI·have·been·produced:¶
    ¶
    → Title→           Author→         Sal¶
    ¶
```

Note that the characters of 'Sales' move to the right as you type. This is because the third tab is formatted as a *right* tab.

Add sales figures to the report

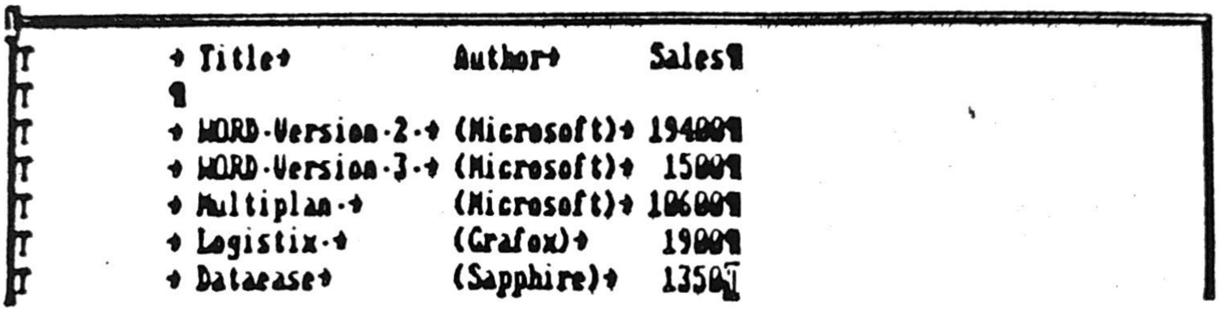
- press ⇥ three times and the down arrow once



```
ITEM·have·been·produced:¶
¶
→ Title→              Author→      Sales¶
→ →                   →                ¶
→ WORD·Version·2·→ (Microsoft)→
```

- type 19400
- press the down arrow
- type 1500

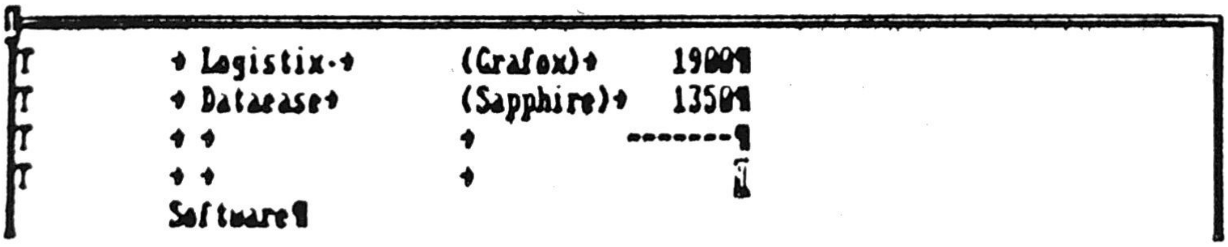
Continue down the list, entering the numbers as shown below.



```
→ Title→              Author→      Sales¶
¶
→ WORD·Version·2·→ (Microsoft)→ 19400¶
→ WORD·Version·3·→ (Microsoft)→  1500¶
→ Multiplan·→         (Microsoft)→ 106000¶
→ Logistix·→          (Grafox)→     1900¶
→ Dataease→           (Sapphire)→   1350
```

Prepare a space for the total

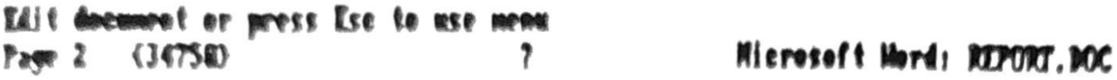
- position the cursor after '1350'
- press ↵
- press ⇥ three times
- type --------
- press ↵
- press ⇥ three times



```
→ Logistix·→          (Grafox)→     1900¶
→ Dataease→           (Sapphire)→   1350¶
→ →                   →         --------¶
→ →                   →
Software¶
```

Calculate the total

- position the cursor on the 1 of '19400'
- press ⇧- F6 to switch on *Column Select*
- use the down and right arrows to highlight all the sales figures
- press F2 (calculate) to add them up

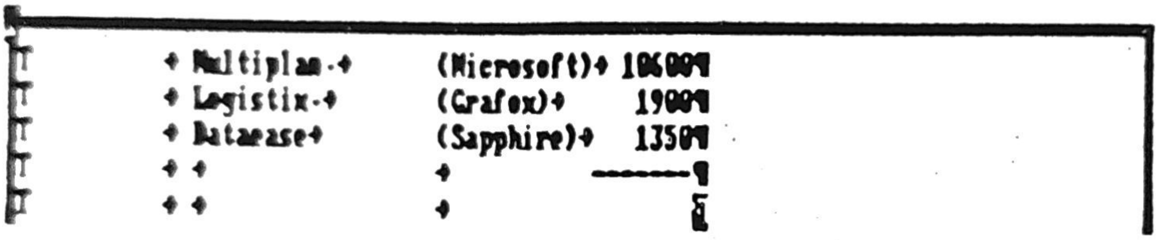


```
Edit document or press Esc to use menu
Page 2   {34750}                    ?            Microsoft Word: REPORT.DOC
```

Note that the total (34750) has appeared in the scrap indicator

Insert the total into the report

- position the cursor on the paragraph mark after the space for the total



```
    → Multiplan·→      (Microsoft)→ 10600¶
    → Logistix·→       (Grafox)→     19400¶
    → Dataease→        (Sapphire)→   13500¶
    → →                →           ------¶
    → →                →                ¶
```

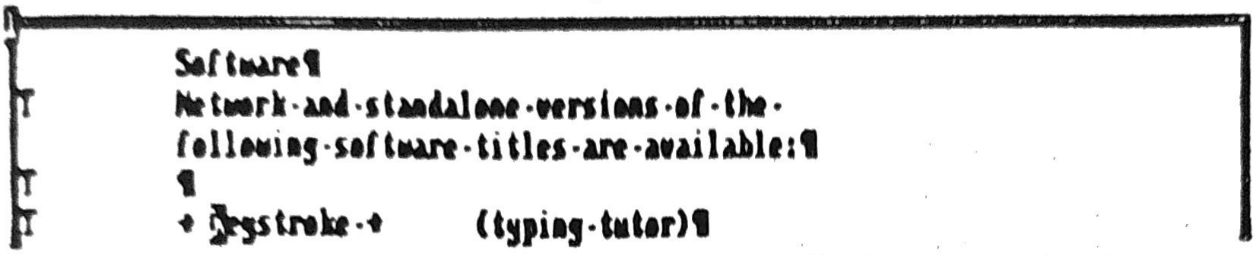
- press Ins to insert the total from the scrap

Sort the software titles into alphabetical order

- press Alt-F2 to leave outline view if necessary

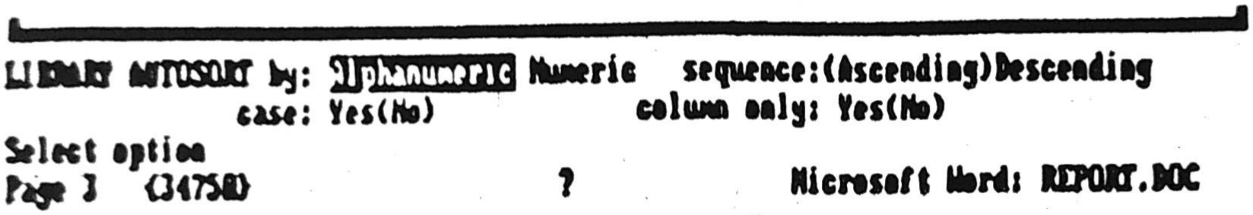
  Column Select does not work in outline view.

- position the cursor over the first character of the software list



```
          Software¶
          Network·and·standalone·versions·of·the·
          following·software·titles·are·available:¶
          ¶
          + Keystroke·+      (typing·tutor)¶
```

- press Alt-F6 for *Column Select*
- use the down and right arrows to highlight all the titles
- press ESC
- press Library
- press Autosort



```
LIBRARY AUTOSORT by: Alphanumeric Numeric   sequence:(Ascending)Descending
          case: Yes(No)              column only: Yes(No)
Select option
Page 3   {34750}              ?            Microsoft Word: REPORT.DOC
```

- press ↵

  The software titles, together with their descriptions, have been sorted into alphabetical order.

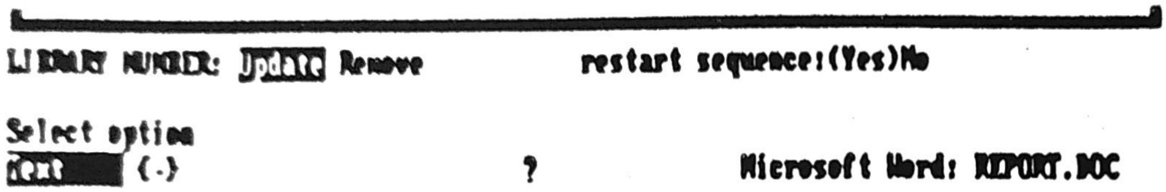
Sort the list of guides in the same way

Number the sections of the report

- press ⇧-F2 to enter outline view if necessary

  Paragraph numbering will only work in outline view.

- press ESC
- press Library
- press Number



```
LIBRARY NUMBER: Update Remove          restart sequence:(Yes)No

Select option
TEXT  (-)                 ?              Microsoft Word: REPORT.DOC
```

Note that 'Update' is highlighted. This option is used either to number a document from scratch, as we are doing now, or to renumber it after changes have been made.

- press ↵

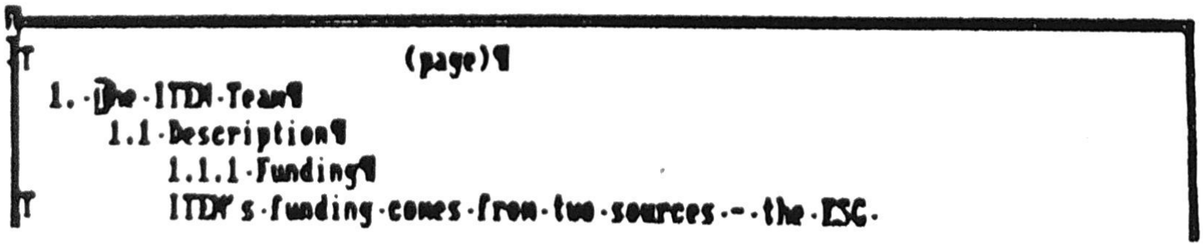
  WORD will number the paragraphs using its default system which uses a mixture of numbers, Roman numerals and letters. You can alter this if you wish, as follows.

Change to standard report numbering

- press ESC
- press Undo to remove paragraph numbers
- position the cursor on the first character of the title
- type `1.` followed by a space

  The fullstop and the space must both be there for the number to be recognised and used. If either are missed out, *WORD* will go back to its own default numbering system.

- update the numbering as in the section above



```
                       (page)¶
 1.·The·ITDU·Team¶
    1.1·Description¶
        1.1.1·Funding¶
        ITDU's·funding·comes·from·two·sources·-·the·ESC·
```

Save and print the final report

Appendix

USING A MOUSE

A mouse is an optional piece of equipment that plugs into your microcomputer and can be used to issue commands to *WORD*. As the mouse is moved over the desk a corresponding pointer moves around the screen. The mouse cannot replace the keyboard but you may find it quicker and easier to use for moving around a document, selecting commands and editing.

To use the mouse, place either hand on the mouse with two fingers resting lightly over the buttons. Roll the mouse across the desk and watch the arrow pointer as it moves across the screen. To select a command or highlight a piece of text, gently press one of the buttons until it makes a clicking noise. With practice you will learn to position the screen pointer quickly and accurately.

As the mouse pointer moves into different areas of the screen it will change in shape or size. Until you have learnt to recognise the different pointer shapes it is wiser not to click any buttons when an unusual pointer shape is displayed unless you are prepared for the unexpected.

Select a character

- point to a character
- click left mouse button

Select a word

- point to a word
- click right mouse button

Select a sentence

- point to any part of the sentence
- click both buttons together

Extend selected text

- point to start of text to be selected
- hold down left or right button and move mouse

Select a paragraph

- move the mouse pointer to the left of the paragraph

  This area is called the *selection bar* - note that the arrow changes direction

- click right button

Select whole document

- point to selection bar
- click both buttons

Select one line of text

- point to selection bar next to the line
- click left button

Choose a command from the command menu

- point to command name
- click left button

Cancel a command and return to typing mode

- position pointer in the command menu area
- click both buttons

Move a block of text

- select text
- point to destination
- press and hold CTRL click left button

Copy a block of text

- select text
- point to destination
- press and hold ⇧ click left button

Delete a block of text to scrap

- select text
- point to *Delete* in the command menu
- click right button

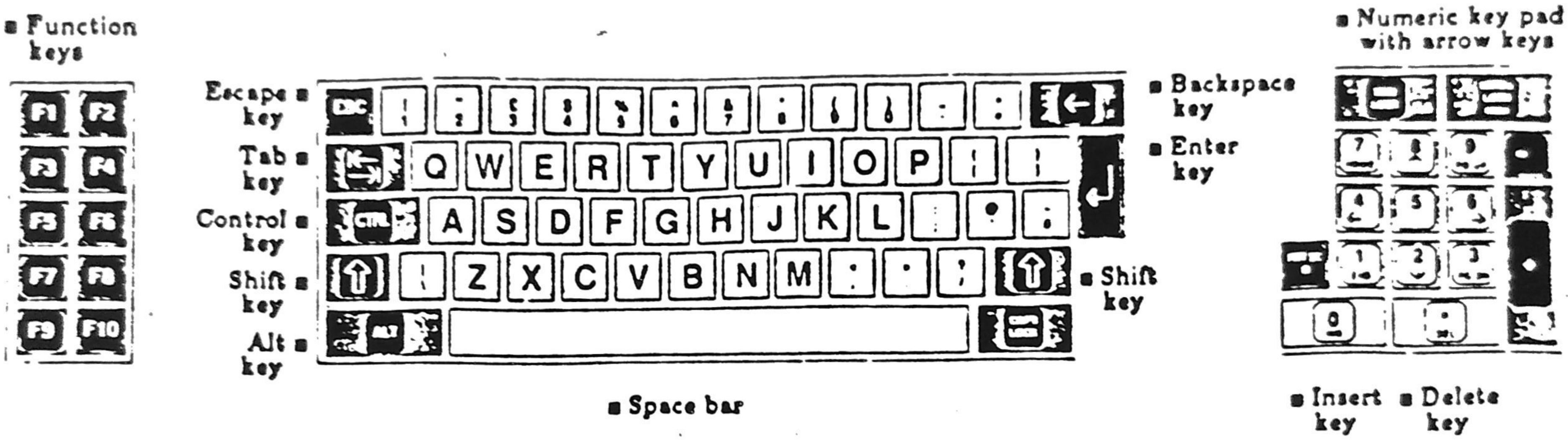
Insert a block of text from scrap

- position cursor where text is to be inserted
- point to *Insert* in the command menu
- click right button

Move around the document

- position cursor on left window frame
- click left button to move up the document
- click right button to move down the document

NIMBUS version


■ Function keys
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
Escape ■ key
Tab ■ key
Control ■ key
Shift ■ key
Alt ■ key
ESC
CTRL
ALT
Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M
■ Space bar
■ Backspace key
■ Enter key
■ Shift key
■ Numeric key pad with arrow keys
7 8 9
4 5 6
1 2 3
0
■ Insert key
■ Delete key

- To obtain upper case characters, or the upper character on keys with two symbols, press and hold down the shift key and then press the key required.

- To produce a formatting character, press and hold down the ALT key and then press the letter or number key required.

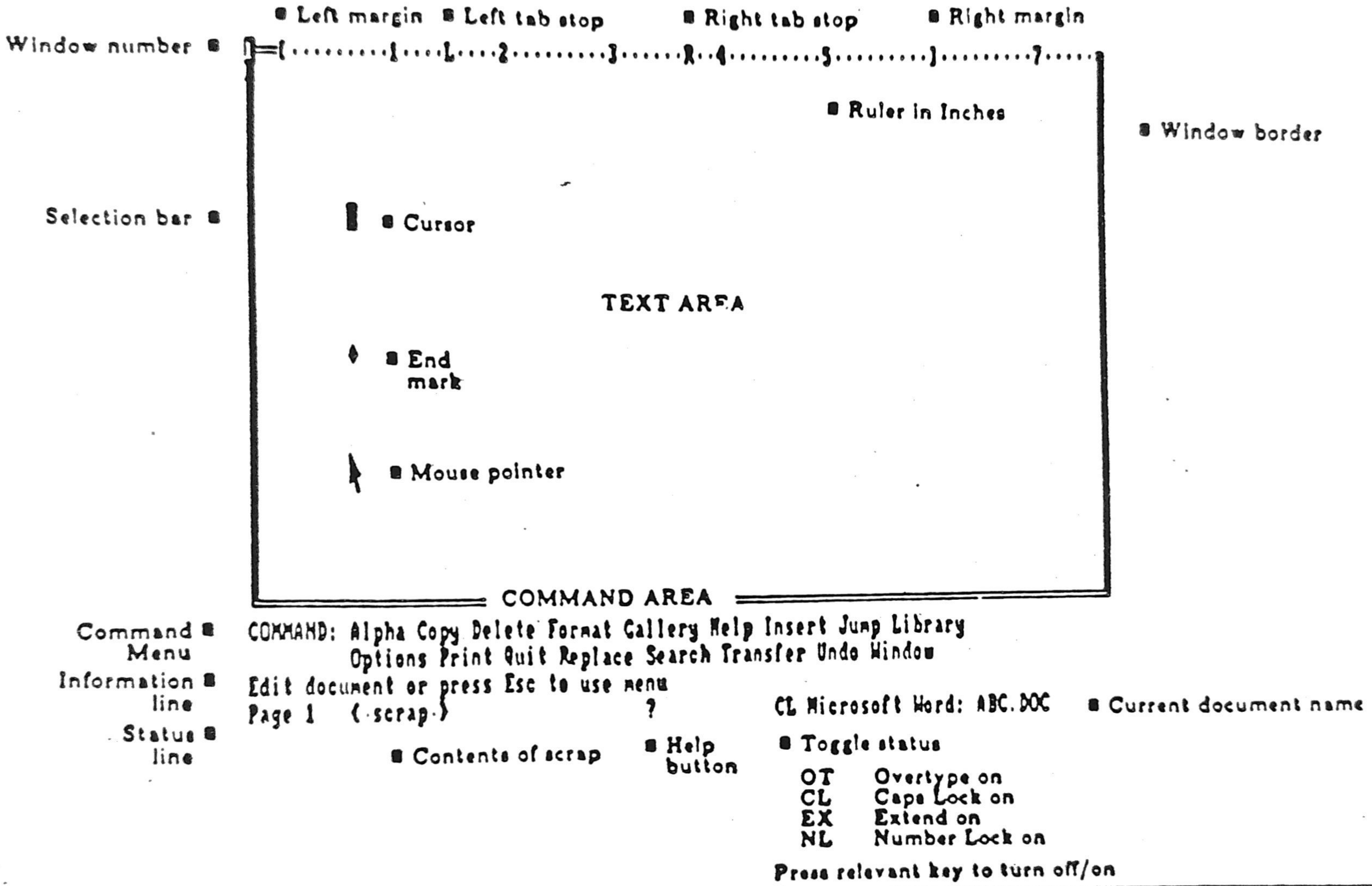
PC-186 and AX version

- Function keys
- Escape key
- Numeric key pad with arrow keys
- Backspace key
- Tab key
- Enter key
- Control key
- Shift key
- Shift key
- Alt key
- Space bar
- Insert key
- Delete key

No map of the new keyboard is yet available.

Various keys have been moved, but the only significant difference from the map on page 45 is that the ESCAPE key is on the right.

- To obtain upper case characters, or the upper character on keys with two symbols, press and hold down the shift key and then press the key required.
- To produce a formatting character, press and hold down the ALT key and then press the letter or number key required.


Left margin
Left tab stop
Right tab stop
Right margin
Window number
1
[........1....L...2.........3......R.4..........5..........]..........7.....
Ruler in Inches
Window border
Selection bar
Cursor
TEXT AREA
End mark
Mouse pointer
COMMAND AREA
Command Menu
Information line
Status line
Contents of scrap
Help button
Current document name
Toggle status

```
COMMAND: Alpha Copy Delete Format Gallery Help Insert Jump Library
         Options Print Quit Replace Search Transfer Undo Window
Edit document or press Esc to use menu
Page 1   {scrap}                    ?          CL Microsoft Word: ABC.DOC
```

OT	Overtype on
CL	Caps Lock on
EX	Extend on
NL	Number Lock on

Press relevant key to turn off/on